



**Disaster Assistance Fund Request**

*Applications may be submitted at any time during the year.  
Please allow at least one (1) week for processing.*

Submitted by The Kiwanis Club of \_\_\_\_\_ EIN: \_\_\_\_\_

Club President: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Club Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: (B) \_\_\_\_\_ (R) \_\_\_\_\_

Please answer *all* questions in the spaces provided; include attachments as needed.

***(Incomplete applications will not be considered.)***

1. One (1) sentence summary with the purpose of your request:

\_\_\_\_\_

2. Full description (i.e., who, what, when, where and why) and its benefit to the community:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Total project cost: \$ \_\_\_\_\_

4. Club's cash contribution to the project: \$ \_\_\_\_\_

Assistance amount requested\*: \$ \_\_\_\_\_

\*Note: Assistance is limited to the amount available in the Disaster Assistance Fund.

5. Date funds needed: \_\_\_\_\_ **If immediate need, email application to Foundation**

6. Club's Board of Directors is aware of this application.

\_\_\_\_\_  
**Signature of Club President or Secretary**

\_\_\_\_\_  
**Date**



**Kiwanis**  
CAPITAL DISTRICT

**Capital District**  
**Kiwanis Foundation**



#### ATTACHMENTS

**MANDATORY: Project budget and/or a quote or estimate** of the disaster assistance funds requested. Include funds from the club and others, and “in-kind” donations. Identify sources and amounts of other funding such as grants and other financial contributions. “In-kind” donations include materials, non-club labor, and discounted merchandise.

**OPTIONAL: Any supporting documents** which support the need for the project.

**Send completed application and supporting documents to:**  
**(Incomplete applications will *not* be considered)**  
[foundation@capitaldistrictkiwanis.org](mailto:foundation@capitaldistrictkiwanis.org) for quickest response

**Disaster Assistance Fund**  
**c/o Capital District Kiwanis Foundation**  
**Nancy Simonelli, Executive Secretary**  
**1633 Sinking Creek Dr, Virginia Beach, VA 23464**