



DISASTER ASSISTANCE FUND GUIDELINES REVISED 4/25/2021

The Disaster Assistance Fund (DAF) assists Kiwanis clubs by providing help in the event of a natural or man-made disaster declared by the local, state, or Federal government, or the District Governor or Foundation President.

Assistance is available directly to a Kiwanian or a Kiwanis family, or to support club projects assisting with disaster relief efforts in the community.

Policies:

1. Assistance shall be consistent with the Six Objects of Kiwanis.
2. Assistance is limited to one time per project or per Kiwanis family per disaster.
3. Multiple requests from a Kiwanis club in any 30-day period will be considered; however, consideration will first be given to Kiwanis clubs applying for the first time in the initial 30-days.
4. If the club already spent money on a project, include copies of your receipts as part of the application's project budget.
5. Assistance is limited to the amount available in the Disaster Assistance Fund.
6. If assistance is approved for a Kiwanis club project, The Kiwanis club shall
 - a. Furnish the Capital District Kiwanis Foundation with an assistance and funds expenditure report within 30 days of completion of the project. This report shall include photos and video clips, if available, copies of all promotional materials (newsletter articles, website posts, etc.) and other data related to the assistance received. Failure to report will result in disqualifying your club for future assistance.
 - b. Acknowledge assistance from Capital District Kiwanis and the Capital District Kiwanis Foundation in all public relations notices. If posting to social media, on your website mention <https://ko3.site.kiwanis.org/foundation/> and <https://capitaldistrictkiwanis>, and on Facebook mention [@capitaldistrictkiwanisfoundation](https://www.facebook.com/capitaldistrictkiwanisfoundation) and [@capitaldistrictkiwanis](https://www.facebook.com/capitaldistrictkiwanis).

To apply for Assistance, submit the following: (incomplete applications will be returned without further action)

1. Completed **Disaster Assistance Fund Application** form;
2. **Project budget and/or a quote or estimate** of the costs involved.

Send to foundation@capitaldistrictkiwanis.org (preferred) or CDKF Executive Secretary, Nancy Simonelli, 1633 Sinking Creek Dr, Virginia Beach, VA 23464.

Please note:

1. Applications may be submitted at any time;
2. Application processing time is approximately one (1) week (beginning one week after declaration of the disaster);
3. Assistance is not available for fundraising.
4. If the Kiwanis project is part of a larger community project, indicate what role the Kiwanis club will play.