

# KIWANIS CLUB OF CORVALLIS GRANT & PROJECT PROCESS

Adopted by the Kiwanis Club Board on December 17, 2025

## 1. ANNUAL FUNDING PROCESS

Each year the total funds available for grants to external organizations and for club-affiliated projects shall be approved by the board of directors during a financial review prior to the end of the club's fiscal year.

## 2. CLUB BYLAWS HAVE PRIORITY

If there is any conflict between this document and the bylaws of the Kiwanis Club of Corvallis, then the bylaws have priority.

## 3. CLUB-AFFILIATED PROJECTS

Club-affiliated projects are those activities where club members have an active role in the project; the club may collaborate with other organizations to undertake the project or conduct the project solely with club members. There are two types of project based on funding level and can be submitted by a club member at any time to the board:

- Small Request Projects: These projects submit a request to the board for no more than five hundred dollars (\$500), and, if approved, the funds are distributed when the project participants submit project-related receipts to the treasurer.
- Standard Projects: These projects must provide a written description of expected benefits, costs (both materials and paid labor), volunteer time, and schedule of expenses and project completion. If approved, the funds are distributed according to the schedule of expenses subject to submission of receipts for purchased goods and services.

## 4. GRANT PROCESS

The club prefers to make grants to organizations with IRS 501(c)(3) tax exempt status that they can confirm by providing their IRS Entity Identification Number (EIN). Making a grant to another kind of organization is permissible with prior approval by the club's board. Typically, the external organization prepares their funding request using the club's "Kiwanis\_Grant\_Request\_Form," but it is acceptable for a club member to collaborate with the organization in the form preparation and submission. There are two kinds of grant based on the timeline of the review and awarding process:

- Regular Grants: Each year, prior to the end of January, the club shall compile a list of organizations encouraged to apply for grants. Then, in February, the club secretary shall send the "Kiwanis Grant Request Form" to the list and request grant applications by March 1<sup>st</sup> that year. The club shall review all applications in the March business meeting, and board-approved grants shall have funds disbursed by the treasurer by May 1<sup>st</sup> that year. The club shall remind grant recipients that confirmation grant project completion or "Thank You" notes are the expected prerequisite to be eligible for future grants.

- Urgent Grants: At any time an organization may apply for an Urgent Grant due to some exigent circumstance documented on the club's "Kiwaniis\_Grant\_Request\_Form." If the board approves funding then the treasurer shall disburse funds immediately. The club shall remind grant recipients that confirmation grant project completion or "Thank You" notes are the expected prerequisite to be eligible for future grants.

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