



## **KIWANIS CLUB OF PETOSKEY REQUEST FOR GRANT FUNDING**

The Kiwanis Club of Petoskey is inviting grant applications from community-based organizations. While focused on changing the world...one child at a time, Kiwanis is also interested in projects that have a broad community benefit. You can find more information by contacting the committee chairs listed below. Be sure to note which committee's focus would best fit your project.

**APPLICATIONS ARE ACCEPTED FOR TWO GRANT CYCLES EACH YEAR. THE FIRST SUBMISSION DATE IS MAY 31<sup>ST</sup> AND THE SECOND IS NOVEMBER 30<sup>TH</sup>.**

**PLEASE SEE THE GUIDELINES FOR GRANT SEEKERS AND USE THE GRANT REQUEST FORM AND FORMAT FOR YOUR REQUEST. MAIL ALL APPLICATIONS TO P.O. BOX. 572 PETOSKEY, MI 49770.**

**A FINAL REPORT IS REQUIRED FROM ALL SUCCESSFUL GRANT APPLICANTS WITHIN TWELVE MONTHS OF THE AWARD.**



## **KIWANIS CLUB OF PETOSKEY**

### **GUIDELINES FOR GRANT SEEKERS**

#### **GRANT REQUEST INSTRUCTIONS**

The **Kiwanis Club of Petoskey** is dedicated to changing the world...one child at a time. By working together, our club achieves what one person alone cannot. As a service club, we raise money and contribute volunteers to local causes that benefit youth and our community. The grant program is one way we accomplish this purpose.

#### **GUIDELINES FOR FILING GRANT APPLICATIONS**

- Grant amounts range from \$100 to \$500, but could be higher for a complex project.
- The Kiwanis mission is to 'Serve the Children of the World'. Please make sure that your grant relates to the mission in some way.
- Applications must be submitted on the Kiwanis grant form and in the requested format. We require a completion date and/or timeline.
- The Kiwanis Club of Petoskey will only consider requests from non-profit organizations
- Grant recipients must submit a final report for the program detailing how Kiwanis funds were spent. Please use the final report form attached as an example for this purpose. Photographs in digital format with photo-releases are appreciated or a follow-up program at our regular Kiwanis of Petoskey meeting is always welcome
- The decision of the Kiwanis Club of Petoskey members is final.
- The Kiwanis Club of Petoskey must be named/credited for funding the grant.
- Describe how you will recognize Kiwanis in your project.



**Kiwanis Club of Petoskey  
APPLICATION FOR GRANT FUNDS**

**GENERAL INFORMATION**

Name of organization \_\_\_\_\_

Contact person \_\_\_\_\_ Title \_\_\_\_\_

Contact address \_\_\_\_\_

City, state, zip \_\_\_\_\_

Contact telephone \_\_\_\_\_ Contact e-mail \_\_\_\_\_

Organization web site \_\_\_\_\_

Organization's Mission Statement (if no mission statement, purpose of organization):

---

---

---

Is the organization a 501(c)3 entity? \_\_\_\_\_ If yes, Tax ID/EIN Number \_\_\_\_\_

Amount of money requested from Kiwanis \_\_\_\_\_ Total cost of project \_\_\_\_\_

Date you need the grant funding: \_\_\_\_\_ Date project will be completed: \_\_\_\_\_

**NARRATIVE/ATTACHMENTS - On up to 2 additional pages attached to this grant form:** Describe the project, program or event, how it meets a community need, who and how many people it will serve. Provide a budget for the entire project and specifically what Kiwanis is being asked to fund and list any other sources of income. Lay out a timeline for the project with dates. Detail how you will evaluate whether the project is successful and how you will measure your success. Include how you will recognize Kiwanis in your project. Provide a list of the organization's Board of Directors and indicate any current Kiwanis members on that list. You may include an organization brochure or pamphlet in addition to the 2-page narrative. Petoskey Kiwanis reserves the right to ask for additional details depending upon the complexity of the project.

Has this organization been awarded Kiwanis funds in the last 5 years? \_\_\_\_\_

If so, for what project and how much? \_\_\_\_\_

---

Print name of President or Executive Director	Date	Signature of President or Executive Director
---	------	--



- I. Provide a project summary and the community need(s) met through the project. Include full budget with other sources of income.
- II. Was the project successful? How did you measure success? Why? How many people were served?
- III. Do you have digital photos of the project in action? If so, please include a cd or dvd with your report and photo releases allowing Kiwanis to use the photos in marketing material.
- IV. How did you recognize Kiwanis?