



## **FOUNDATION POLICIES**

### **No. 6: GRANTS**

LaMissTenn District Foundation Grants are intended to increase the reach of each funded project by filling a financial gap. Our Foundation does not have the capacity to fund the project in its entirety.

#### **DEFINITION:**

A Community Service Grant (CSG) awarded to a Kiwanis club for a project is defined as follows:

- A new service project or existing club project for which the club has not previously been awarded a District Foundation grant.
- Club involvement is an essential part of the grant, including contribution of time, labor and financial resources by the club, its members, other Kiwanis clubs, volunteers and/or businesses in the area.
- Community impact; not helping individuals or a specific family.
- Grant funds cannot be used to purchase land, renovate buildings, sponsor signage/billboards or equipment used during the project then retained by the club receiving grant funds (including, but not limited to grills, griddles, smokers, chain saws, ladders, lawn tools, etc.).
- Grant funds cannot be used as a fundraising project.
- Grant funds cannot be used for scholarships; as the District Foundation has a scholarship program.
- Grant funds cannot be used as a monetary donation to another organization.
- Completed projects are not eligible.

**NOTE:** The 2022-2023 Kiwanis Year was the **last year** to apply for a grant to “enhance an existing project”, to which the club has already received a grant. Beginning in the 2023-2024 Kiwanis Year, Community Service Grants will be awarded to assist clubs with either brand new projects, or existing projects that have not received a prior grant from the District Foundation.

#### **I. COMMUNITY SERVICE GRANTS**

##### **A. Grant Application Forms**

The Grants Committee shall review ALL forms for grant applications and make recommendations for approval and/or alterations to the Louisiana-Mississippi-West Tennessee Kiwanis District Foundation (*hereafter referred to as the Foundation*) Board of Directors (*hereafter referred to as the Board*), at the beginning of each Kiwanis Administrative Year. NOTE: If there is any policy that should require an update/change,

once the current administrative year begins, the effective start date shall be noted at the end of that particular update.

## **B. The Grant Process/Qualifications**

The Foundation Board approves funding of grants at its regular meetings, which normally occurs monthly but which can be more or less frequent as needed or as convenient. These meetings may consist of conference calls or may be face-to-face. The Committee shall set the schedule for the consideration of all grant requests to see that all requirements are satisfied. Prior to consideration, the Committee Chair shall review applications for completeness and adherence to the guidelines and forward the comments to the Committee. The Board may elect to consider grant applications only at specified times.

- i. Criteria for Filing Grant Applications will be presented annually by the Grant Committee for approval by the Board, prior to the start of the new Administrative Year. See the Foundation web site for the latest version of the criteria and application forms for Community Service Grants and the District Project, such as the AED (Automated External Defibrillators). If criteria is not followed, there may be a delay in the grant approval process.
- ii. Priority will be given to grants involving young children; service projects that relate to the ideals and objectives of KI or Kiwanis sponsored affiliates; and clubs not previously funded or those which have not recently received a Community Service Grant.
- iii. The Foundation provides grants only to **Kiwanis clubs** in the Louisiana-Mississippi-West Tennessee District for projects and programs within our District.
- iv. Clubs may apply for grant funding up to a maximum determined each year by the Board. The Foundation may award less than the amount requested.
- v. The grant must further the goals and ideals of Kiwanis and it must promote the growth and development of Kiwanis in the area where the project, program, or organization is located.
- vi. Organizations that are supported by Foundation grants to Kiwanis clubs must be qualified by the Internal Revenue Service for tax exemption as a nonprofit (not-for-profit) organization and have proper liability insurance to indemnify the Foundation.
- vii. The decision of the Board is final.

## **C. Approval of Foundation Grants**

- i. Grants made by the Foundation must conform to its Bylaws.

- ii. The grant award will be reimbursable up to the amount of the award for a club service project or program benefiting the community.
- iii. In order for the grant request to be considered or approved, the club must be in good standing with the Foundation, which includes having satisfied all requirements and obligations from previous grants and having made at least the minimum Annual Club Gift (ACG) to the Foundation for the current administrative year.
- iv. No Kiwanis Club will be awarded more than one (1) Community Service Grant during any Kiwanis administrative Year; nor will any Kiwanis Club be awarded Community Service Grants for more than two (2) consecutive administrative years.
  - 1. The Community Service Grant from one year must be completed in order to apply for another Community Service Grant, the following year.
  - 2. Clubs may choose to apply for one (1) Community Service Grant AND one (1) special District Project within the same administrative year.
  - 3. Clubs may choose to apply for a Disaster Relief Grant if they have an open CSG.
- v. A project that has previously been awarded a District Foundation Grant is not eligible, including but not limited to, parts of that project being changed or updated.
- vi. Grant funding commitments are made for twelve (12) consecutive months. In extreme circumstances beyond control of the club, grant funding may be extended past twelve (12) months, by the discretion of the Foundation Board.
- vii. Notification of funding decisions will be communicated to applicants, no later than 30 days following the Board's decision.
- viii. Upon being approved for a grant and prior to receiving any funds from a grant, the club must execute an Acceptance Agreement provided by the Foundation.

#### **D. Awarding of Grant Funds**

- i. Foundation funds used for projects, programs and organizations supported by the Foundation grants to Kiwanis clubs may not exceed the specified amount and must be used for the sole purpose for which the amount was approved.
- ii. Grant funds will be disbursed to the club when appropriate documentation of the expenditures is presented to the Board.
  - 1. Expenditures are further defined as:
    - a. Receipts for items ONLY for project/program, that include vendor's name, date of purchase and final amount of purchase (minus any credits/coupons). Receipts dated prior to grant application are not eligible.

- b. Canceled club check(s) or financial statements documenting CLUB paid expense (not paid by individual).
  - c. If individual club members purchase items for grant project, the Club must submit documentation showing the Club's reimbursement to the individual before submitting a reimbursement request to the Foundation.
- iii. Advanced funding is strictly on a case-by-case basis, with the decision being made by the full Board. No more than 50% of a grant award may be advanced, with the remaining funds being awarded AFTER ALL expenditures are verified. If funding is advanced, any unused funds must be returned to the Foundation.
- iv. The Foundation requires grant recipients to submit an end-of-project report on the program or project being funded, prior to the club receiving reimbursement. The report must include (a) brief summary of what the project was, the need, and how it helped the community, (b) a detailed listing of the expenditures, and (c) digital color photographs for publication purposes.
- v. The Foundation must be named and credited for grant funding.

#### **E. Cancellation Policy**

- i. The District Foundation may cancel the grant and **reclaim all monies related to the grant** if:
  - 1. The Grant Acceptance Agreement is not executed and returned to the District Office within 30 days of receipt.
  - 2. The Project is not completed within one year of being awarded, including final report and pictures of the project.
  - 3. Grant monies are not expended in accordance with the approved grant as written.
  - 4. The project is canceled by the club, approval for the grant shall be considered withdrawn.

## **II. NEW CLUB COMMUNITY SERVICE GRANTS**

- A. The District Foundation is offering newly chartered Kiwanis Clubs the opportunity to apply for one (1) Community Service Grant, within two (2) years from their official charter date, as recorded by Kiwanis International.
- B. This grant award will be 100% reimbursable up to \$1,000 for a club service project that benefits the community.

- C. Advance funding of half the cost of the project, up to \$500, *may be advanced*, if needed by the new club.
- D. The club will have one (1) year from the date of award to complete the grant, which includes providing receipts of expenditures, pictures and final written report, as defined in Sec 1.D.
- E. Compliant with the Annual Club Giving Campaign (ACG).
- F. All other policies and criteria of Community Service Grants apply.

### **III. SUPER GRANTS**

- A. The District Foundation offers the Super Grant as a way for Kiwanis Clubs in our District to achieve larger scale service projects.
- B. Beginning October 1, 2021, clubs were notified the Super Grant would include a three (3) year consecutive look back for Annual Club Gift (ACG) contributions to qualify for the Super Grant.
- C. This grant award will be \$10,000. Grant award constitutes 85% of the total project funding. Applicant must match grant award with 15% of total project funding. Minimally, a total grant project will be \$10,000 of grant funds and \$1,765 of club funds.
- D. Funding will not exceed \$10,000 and must be used for the sole purpose for which the grant was approved.
- E. Grant projects must be completed within one calendar year of the award date.
- F. One Super Grant will be awarded every three (3) years starting in the 2023-2024 Kiwanis year.
- G. Grant will be announced and awarded at the Kiwanis District Convention.
- H. **Funding Distribution:**
  - i. The Foundation will distribute 50% of grant funding as the first draw upon execution of the grant acceptance agreement.
  - ii. With receipts supporting the first draw and demonstrating the 15% match, the Foundation will distribute the next 25% of grant funding as the second draw.
  - iii. With receipts of the second draw, receipts of completed project, and end-of-project report (see Section I(D) for details), the Foundation will distribute the last 25% of grant funding.

**I. Club Eligibility:**

- i. A club must be at least three (3) years old.
- ii. A club must be in compliance with CSG grant policies when not specifically defined in this policy.
- iii. A club must be in Good Standing for current admin year and 2 previous consecutive years (current on all KI & District dues and Annual Club Gift (ACG) participation at a minimum of \$5 per member as of the Oct 1<sup>st</sup> roster).
- iv. A club must not have received a Super Grant within the last ten years.
- v. A club must not have an open Foundation grant.

**J. Project Requirements:**

- i. The Project cannot have previously received a Foundation grant.
- ii. Completed projects are not eligible. Expense receipts cannot be dated prior to the grant award.
- iii. The Project must include a minimum of two contributing community partners with cash or in-kind participation.
- iv. The Project must have two letters of support from community stakeholders.
- v. The Project must display the Foundation name and/or logo in recognition of grant funding whenever possible, particularly during execution and on long-term signage.
- vi. Cancellation Policy: As per section (I)(E).
- vii. All other policies of the Community Service Grant apply.

**IV. DISTRICT PROJECT**

- A.** The District Project, which began in 2007, is currently to place an **Automated External Defibrillator** (AED) in every school in the district.
- B.** The District Foundation offers clubs the opportunity to apply for a grant to defray the total cost of the AED.
- C.** Clubs MAY choose to apply for one (1) Community Service Grant AND one (1) special District Project within the same administrative year.
- D.** A club must be in “good standing” with the LaMissTenn Foundation, having made at least the minimum Annual Club Gift (ACG) to the Foundation for the current administrative

year.

- E.** The value assigned to the AED grant award will be set at the beginning of each Administrative year by the District Foundation Board, according to the following categories:
  - i. School** is defined as any named elementary, middle or high school in the district.
  - ii. Facility** is defined as any other place/structure/building that an AED can be placed.
- F.** No Kiwanis Club shall be awarded more than one (1) special District project grant (such as the Automated External Defibrillator project) per administrative year.
- G.** Receipts [as defined in Sec I(D)] will be presented for reimbursement up to the amount of the grant award.
- H.** AEDs purchased prior to the awarding of an AED grant are not eligible.

## **V. DISASTER RELIEF GRANTS**

- A.** The District Foundation offers the Disaster Relief Grant program as a way for Kiwanis Clubs in our District to bring immediate/essential relief into communities within our District, whenever a disaster strikes. A disaster is defined as a declared disaster by Federal, State, or County/Parish Agency.
  - i.** For Disaster Grants, clubs need not yet have contributed to the Annual Club Gift (ACG) campaign.
  - ii.** Clubs that are not onsite or near the project, must identify a contact in the affected area with which they will coordinate project logistics.
- B.** These grants must focus on basic essential and immediate relief for the community; not individual or specific families.
- C.** The project must be completed within one (1) month of the grant being approved.
- D.** Receipts/report/pictures will be sent to the grant liaison no later than one (1) month after project date, as defined in Sec 1(D).
- E.** Kiwanis Clubs may apply for more than one Disaster Relief Grant in the same administrative year, provided the prior Disaster Relief Grant is completed in its entirety, as defined in Sec 1, D.
- F.** Advance funding for a Disaster Relief Grant will be approved on a case-by-case basis. If funds are advanced, and not fully utilized, those remaining funds will be returned to the District Foundation.
- G.** Clubs may apply for multiple Disaster Relief Grants anytime during the administrative year, provided the prior Disaster Relief Grant is completed in its entirety.

**H.** All other policies and criteria of Community Service Grants apply.

**VI. SERVICE LEADERSHIP PROGRAM (SLP) GRANTS**

- A.** The District Foundation offers Service Leadership Program Grants as a means of helping Clubs establish new SLP organizations within local elementary, middle, high schools, and other appropriate settings.
- B.** SLPs currently include K-Kid Clubs, Builders Club, Key Club, Circle K Club, and Aktion Clubs. Future expressions of SLPs will be eligible for this grant.
- C.** The reimbursement rate will be up to 75% of the charter fee paid to Kiwanis International within the current administrative year.
- D.** Clubs are eligible for one SLP Grant per administrative year.
- E.** Eligibility will be limited to Clubs in good standing with the District as defined as being current on KI and District dues and having contributed a minimum of \$5/member based on their October 1st roster to the Annual Club Giving (ACG) Campaign.
- F.** For K-Kid Clubs or Builders Clubs, the Kiwanis Club must commit to paying the SLP's annual renewal fee while they remain the club's sponsor.
- G.** The Sponsoring Club must agree to support SLP with time and funds in accordance with KI guidelines.
- H.** Reimbursement (up to 75%) will be provided to the sponsoring Kiwanis Club only with documentation of the paid charter fee from Kiwanis International.
- I.** All other policies of the Community Service Grants apply.