

# District Foundation GRANTS Presentation Script

Script below walks presenter through the Foundation Grant Application Process powerpoint. Text in **blue** is the text that should be spoken. Text in **black** are notes/instructions for the presenter.

- Slide 1:
  - Introduce yourself
  - Thank audience for the time
- Slide 2:
  - Before we get into the grant process, let's quickly provide some context on what the District Foundation is.
    - The Foundation is the fundraising arm of the District to provide financial assistance for Kiwanis projects and programs within the District.
  - Who is a member of the Foundation? Raise your hand if you are member.
    - Wait for a show of hands
    - Trick question, all District members are by default also members of the District Foundation.
  - The Foundation Board consists of 2 members from each of the 7 regions.
    - The representatives on the Foundation Board for your Region (insert rep name) and (insert rep name).
- Slide 3:
  - How is the Foundation able to assist your club?
  - Through Annual Club Giving, Gift basket raffles, endowment programs, Friends of the Foundation, Circle of Honor Awards, individual donations, etc., the Foundation can award club grants and Key Clubs, Circle Ks, and Key Leader scholarships.
  - All the funds donated to the Foundation STAY in the District!
- Slide 4:
  - The District's Major Emphasis Project is placing AEDs in all K-12 schools within the District.
  - The Foundation offers AED Grants for the purchase of automated external defibrillators (AEDs) in the amount of \$1,000 for a K-12 level school or \$500 for a non-school facility including a senior center, day care, summer camp, etc.
  - Clubs must be in good standing, meaning they are current with District and KI dues, and have donated a minimum of \$5/member based on their membership as of 10/1 of the current Kiwanis year to the District Foundation.
  - Clubs are eligible for 1 grant per year.
  - You can apply online at the District website.
- Slide 5:
  - The Foundation offers Disaster Relief Grants as a way to accept incoming donations for disaster relief and to provide grants to assist clubs in the District, to provide **immediate** and **essential needs** to *communities* (not individuals or specific families) in our District that were devastated by a **declared natural disaster**.
  - Clubs may work on their own or team up with other area clubs and apply for grants of up to \$1500 to buy food/water, clothing, personal items, and other supplies that the affected communities need.

- To date, there has been over \$25,000 given for relief as a result of hurricanes along the Gulf Coast and for tornadoes that devastated towns in Tennessee.
- Clubs may apply for more than one Disaster Relief Grant during a Kiwanis service year, if they fully complete one grant before applying for another one.
- Slide 6: SLP Grants
  - The District Foundation offers a **NEW** Service Leadership Program (SLP) grant to reimburse clubs up to 75% of the charter fee paid to Kiwanis International for any SLP chartered within the current administrative year.
  - Funds cannot be used to support existing SLP clubs or to reactivate SLP clubs.
  - Remember, for K-Kids & Builders Clubs, the Kiwanis Club must commit to paying the SLP clubs annual renewal fee while they remain the club's sponsor.
  - For other SLPs, Kiwanis Clubs must commit their support through time and funds when able.
  - The SLP grant is available only per club per year.
  - To apply, clubs must be in good standing, and can apply through the website.
  - SLP Grants are awarded on a rolling basis until budgeted funds are expended.
  - Club's paid invoice to KI for this NEW chartered SLP will be attached to the application
- Slide 7: Community Service Grants
  - The Foundation offers Community Service Grants to assist club's new service projects or existing service projects for which the club has not previously been awarded a Foundation Grant; completed projects are NOT eligible.
  - There is a GOLD Grant and SILVER Grant. Level I GOLD Grants are up to \$5,000 each. Level II SILVER Grants are up to \$2,000 each.
  - Grants reimburse up to 75% of total project costs which must be verified with receipts and documentation. This means clubs must pay for the project upfront, submit everything to the Foundation, and then be reimbursed.
    - For example:
      - For a \$2,000 award, your club would need to show expenditures of at least \$2,667
      - For a \$5,000 award, expenses would be at least \$6,667.
      - Clubs invest 25% of the funding.
  - Clubs must be good standing and are eligible for one grant per year for no more than 2 consecutive years.
  - Clubs are eligible for one Community Service Grant per year and have one (1) full calendar year to complete the grant process (project, receipts, final report and pictures).
  - Level I GOLD Grant applications have two application rounds per year. The first round of applications is due February 1<sup>st</sup>. The second round of applications is due July 1<sup>st</sup>.
  - Level II SILVER Grant applications are due by the 1<sup>st</sup> of each month.
  - Apply online.
- Slide 8: New Club Community Service Grants
  - The Foundation offers New Club Community Service Grants to assist new clubs with a service project.
  - Grants are up to \$1,000 and pay 100% reimbursement of verified project costs.

- This grant allows for 50% advanced funding if needed.
- NEW Club must be in good standing, being current with dues and having contributed a minimum of \$5 per member of their charter members.
- New Clubs within the first two (2) years of their official charter date are eligible.
- Apply online.
- Slide 9: Super Grant
  - Every 3 years, the Foundation awards one Super Grant of \$10,000 to a club that is:
    - At least 3 year old,
    - Is in good standing with the current and previous two (2) years ACG,
    - Is current with Kiwanis International and District dues, and
    - Does not have an open Foundation grant.
  - The Super Grant can cover any service project except for:
    - Projects that have previously received a Foundation grant,
    - Projects that are already completed,
    - Projects do not have two community partners, and
    - Projects that do not recognize the Foundation name and/or logo.
  - Apply online.
- Slide 10: Project Eligibility
  - To help identify a potential grant project, let's review what IS and is NOT an eligible service project.
  - Community Service Grants are awarded to a club for a new service project OR an existing club project/program that has not previously received a Foundation grant.
  - Community impact: not helping individuals or a specific family
  - Grant funds **may not** 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 **may not** 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
  - Grant must not already be completed.
- Slide 11: Things to Consider
  - Here are a couple other things to think through before applying for the Community Service Grants or New Club Community Service Grants.
  - These grants are intended to increase the reach of the project. Does the project your club is envisioning do that?
  - Involvement is an essential part of each successful project. How much is your club contributing to the project in terms of financial investment, time, labor, etc.
  - Remember, you will need to pay upfront.
  - Please review the Grant Policy found on the District website. This will be part of the application process.
- Slide 12: Good standing
  - As we discussed, all clubs must be in good standing to be eligible for all Foundation grants, with the exception of Disaster Relief Grants as these grants are never

planned or projected as part of a club's service program, but rather an active response to a declared natural disaster.

- To be considered in good standing, a club (1) must be current on all KI and District dues and (2) must have participated in the Annual Club Giving (ACG) campaign with a minimum of \$5/member. Membership numbers are based on KI's Oct 1<sup>st</sup> roster for the current Kiwanis year.
  - For a 25-member club, that's a \$125 donation to be eligible for a \$2,000 or \$5,000 grant. What a great investment!
- Slide 13: Application Process
  - In the next section, we will walk you through the **application process**.
  - All grant applications are located on the District website. Go to the website which is [www.lamisstenn.org](http://www.lamisstenn.org). You can get to the applications a couple of different ways:
    - (1) Click on the word "Foundation", scroll to the bottom of the page, and click on the "Grants" button,
    - (2) Click on "Grants" under the Foundation drop down menu
- Slide 14: Search box
  - Remember, if you ever can't find something on the website, type your search word in the "Search" box in the top right corner of the website.
- Slide 15: Selecting the grant you want to apply for
  - Then, on the "Grants" page, select which grant you want to apply for. And please note a NEW club grant is a separate form from the other Community Service Grant.
- Slide 16: AED, Disaster, and SLP Grant Applications
  - The AED, Disaster, and SLP Grant applications are short application forms
- Slide 17: CSG & New Club CSG Grant Applications
  - The Community Service Grants and New Club Community Service Grant applications are longer, more involved application forms
  - You are able to save your application and come back to it if you sign in with a Google account. Google accounts are free and easy to establish.
  - Your club's Board needs to have approved the grant request prior to submission. You will need to submit the date of approval as part of the application.
  - You will need to upload:
    - A line-item budget for the grant project. This is NOT your club's budget.
    - Up to 2 letters of support from community leaders on their letterhead
  - Grants are awarded to Kiwanis Clubs in the District for projects or programs within the District. Grants are NOT awarded to foundations, individuals or even sponsored programs like Key Club.
- Slide 18: Sample CSG Grant Application | Submission & Next Steps
  - Once the application is complete, click the submit button.
  - A copy of their application will be emailed to them, as well as to the District Office.
  - If you have questions, contact the District Office, who will put you in touch with the Grants Committee chair, for assistance.
  - If a grant is approved, the Grants Committee will send a Grant Acceptance Agreement for signature.
  - And the Foundation will assign a Grant Committee Liaison to the Club that will walk the Club through the post-award process.

- If the question arises of how to attach receipts/pictures to application, the answer is: “All grant applications must first be approved prior to submitting that information.” Receipts cannot be dated prior to application submission.
- Slide 19: Other Grant Applications
  - The New Club Community Service Grant Application is the same as the Community Service Grant Application – except you will also need to provide the Club’s official charter date, per KI.
  - The SLP Grant provides an up to 75% reimbursement of the new SLP club charter fee paid to Kiwanis International. The application process is similar to the CSG. The club’s paid invoice to KI for chartering that SLP, will be attached to the application
  - The Super Grant (up to \$10,000) has a separate application. Eligibility for the Super Grant will be based on a 3-year look back for Annual Club Gift contributions – meaning has your club been in good standing (remember, that means a minimum of \$5/member contribution) for the current and previous two years.
- Slide 23: Questions
  - What questions do we have?
  - Remember, this presentation and sample grant we discuss are available on the Grants webpage
  - Thank you for your time, today, and for all your support of YOUR District Foundation! We couldn’t do what we do without that support!