



FOUNDATION POLICIES

No. 6: GRANTS

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

I. Project Eligibility

- a. **Completed projects are not eligible.** Expense receipts cannot be dated prior to the grant application.
- b. Projects that have previously been awarded a District Foundation Grant are not eligible, including but, not limited to, parts of that project being changed or updated.
- c. 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.).
- d. Grant funds cannot be used as a fundraising project.
- e. Grant funds cannot be used for scholarships; as the District Foundation has a scholarship program.
- f. Grant funds cannot be used as a monetary donation to another organization.
- g. The Foundation must be named and credited for grant funding.
- h. This eligibility section applies to all grant programs unless otherwise specified in the respective grant program section.

II. Applicant Eligibility

- a. The Foundation provides grants only to LaMissTenn **Kiwanis clubs**. Foundation grants are not available to other entities, including, but **not** limited to, Kiwanis Club Foundations, churches, other non-profits, etc. To receive grant funds, all receipts, invoices, etc., must be in the name of the LaMissTenn Kiwanis Club receiving the grant.
- b. Clubs must be in “good standing” with the Foundation. Good standing is defined as:
 - i. Being current on all Kiwanis International and District dues and
 - ii. Following the Foundation Bylaws in all relevant activities, including the use of grant funds,

reporting, and governance.

- iii. Having participated in the Annual Club Gift (ACG) Campaign at a minimum of \$5 per member as of the official Kiwanis International Oct 1st membership roster.
 1. ACG compliance is not required for CSG New Club Grants or Disaster Relief Grants.
- c. Grants 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.
- d. 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.
- e. Clubs may only have one open Foundation grant at a time. To be eligible for a grant, previous grants with the Foundation must be completed and closed out.
 - i. The exception is a Disaster Relief Grant which may be awarded to a club at any time regardless of the club's open grant status of a grant other than a Disaster Relief Grant. Further, clubs may be awarded more than one Disaster Relief Grant in the same administrative year provided the prior Disaster Relief Grant is completed in its entirety.
- f. Clubs may be awarded one (1) of each of the following grants within the same administrative year provided:
 - i. Community Service Grant (CSG)
 - ii. District Project Grant (a club may apply for one (1) grant for each District Project available)
 - iii. Service Leadership Program (SLP) Grant
 - iv. Super Grant
- g. Priority will be given to grants involving young children; service projects that relate to the ideals and objectives of Kiwanis International or Kiwanis sponsored affiliates; and clubs not previously funded or those which have not recently received a grant.
- h. This eligibility section applies to all grant programs unless otherwise specified in the respective grant program section.

III. Application and Approval Process

- a. All grant applications are in an online format available on the LaMissTenn District website at www.lamisstenn.org. The Grants Committee shall review all grant applications annually.
- b. The Grants Committee Chair shall review applications for completeness and adherence to the guidelines and forward to the Committee.
- c. With the recommendation of the Grants Committee, the Foundation Board will consider the grant application at its next regular meeting.
- d. The Grants Committee and Board should strive to review applications and communicate with the clubs applying as efficiently and expeditiously as possible.
- e. Notification of funding decisions will be communicated to applicants, no later than 30 days following the Board's decision.

- f. Upon being approved for a grant and prior to receiving any funds from a grant, the club must execute a Grant Agreement provided by the Foundation defining the grantee, grant type, purpose, award amount, match amount, grant award, and grant expiration date which is one year from the date of award (date of Board's approval), etc.
 - i. In extreme circumstances, grant agreements may be extended past twelve (12) months, by the discretion of the Foundation Board.
 - ii. Disaster Relief Grants are an exception and must be completed within one (1) month of the Board's grant approval.
- g. The decision of the Board is final.

IV. Grant Expenditures

- a. Clubs may request grant funds using the request for reimbursement form with appropriate documentation such as receipts or invoices and club cancelled checks or bank statements demonstrating expenditures.
- b. Proper grant expenditure documentation must:
 - i. Be related to the grant scope as defined in the grant agreement
 - ii. Include vendor's name, date of purchase and transaction details
 - iii. Be dated after the date of the grant application. Expenditures made prior to grant application are not eligible for reimbursement.
 - iv. Be in the name of the club identified as the grantee in the grant agreement. Canceled club check(s) or financial statements must show the **club's** paid expense(s) (not paid by individual).
 - 1. If individual club members purchased items for grant project, the club must submit documentation showing the club's reimbursement to the individual to receive grant funds.
- c. Advanced funding may be considered strictly on a case-by-case basis, with Board approval. No more than 50% of a grant award may be advanced with the remaining funds being awarded with verification of the advanced funding and any additional fund request(s). If funding is advanced, any unused funds must be returned to the Foundation.
- d. The Foundation requires grant recipients to submit a final report prior to the final grant reimbursement.

V. Cancellation Policy

- a. The District Foundation may cancel the grant and **reclaim all monies related to the grant** if:
 - i. The Grant Agreement is not executed and returned to the District Office within 30 days of receipt.
 - ii. The Project is not completed within one year of being awarded, including final report and pictures of the project.
 - iii. Grant monies are not expended in accordance with the approved grant as written.

- iv. The project is canceled by the club, approval for the grant shall be considered withdrawn.

VI. Grant Programs:

a. COMMUNITY SERVICE GRANTS (CSG)

- i. CSGs are awarded to a Kiwanis club for new service project benefiting the community. Existing club service projects for which the club has not previously been awarded a District Foundation grant are also eligible.
- ii. Club involvement and community impact are essential parts of a CSG grant. This includes contribution of time, labor and financial resources by the club, its members, other Kiwanis clubs, volunteers and/or businesses in the area. CSG grants provide support on a community basis. They do not help specific individuals or a specific family.
- iii. The Foundation awards the following levels of CSGs:
 - 1. **GOLD:** total grant project is 75% reimbursable up to \$5,000
 - 2. **SILVER:** total grant project is 75% reimbursable up to \$2,000
 - 3. **NEW CLUB:** total grant project is 100% reimbursable up to \$1,000
 - a. Available to each newly chartered Kiwanis Clubs within two (2) years from their official charter date as recorded by Kiwanis International
 - b. Up to half of the project costs, up to \$500, may be provided in advance, if needed by the new club.
 - c. Compliance with the ACG is not required.
- iv. A club may apply to any of the grants identified in Section VI.a.iii whenever practical. The Foundation may consider grant applications, regardless of level, on a monthly basis. The Foundation shall award grants of any level based upon the estimated funds available for grant awards established in the Foundation's annual budget.

b. SUPER GRANTS

- i. Super Grants offer a way for LaMissTenn Kiwanis Clubs to achieve large scale service projects.
- ii. **Grant Award:** up to \$10,000 constituting 85% of the total project funding
- iii. **Grant Match:** 15% of total project funding.
 - 1. Minimally, a total grant project will be \$11,765 of which \$10,000 is grant funds and \$1,765 is club matching funds.
- iv. **Award Frequency:** every three (3) years starting in the 2023-2024 Kiwanis year
 - 1. Grant will be announced and awarded at the Kiwanis District Convention.
- v. **Funding Distribution:**
 - 1. Upon execution of the grant acceptance agreement, 50% of grant funding will be distributed as the first draw.
 - 2. With receipts supporting the completed project, including the first draw and

demonstrating the 15% match, final grant report, and pictures, the remaining grant funding will be distributed. Multiple draws can be requested if needed.

- vi. **Club Eligibility**, beyond the Applicant Eligibility criteria listed in Section 2, a club must:
 - 1. Be at least three (3) years old.
 - 2. Be in Good Standing for current admin year and two (2) previous consecutive years (current on all Kiwanis International and District dues and ACG participation at a minimum of \$5 per member as of the Oct 1st roster).
 - 3. Not have received a Super Grant within the last ten years.
- vii. **Project Requirements:**
 - 1. Must include a minimum of two contributing community partners with cash or in-kind participation.
 - 2. Must have two letters of support from community stakeholders.
 - 3. Must display the Foundation name and/or logo in recognition of grant funding whenever possible, particularly during execution and on long-term signage.

c. **DISTRICT PROJECT GRANT**

- i. District Project Grants defray costs related to the following District Projects:
 - 1. Automated External Defibrillator (AED), established in 2007
 - a. **Grant Award:** Up to \$1,000 for K-12 schools and \$500 for nonprofits and community centers
 - 2. Operation Park Bench, established in 2024
 - a. **Grant Award:** Up to \$1,000
 - 3. Any other District-wide project set forth by the LaMissTenn District Governor as approved by the Board.

d. **DISASTER RELIEF GRANTS**

- i. Disaster Relief Grants bring **immediate/essential** relief into communities within the LaMissTenn District experiencing a disaster as defined as a declared disaster by Federal, State, or County/Parish agency.
- ii. Grant projects must focus on basic essential and immediate relief for the community, not individual or specific families.
- iii. Clubs that are not onsite or near the project must identify a contact person in the affected area with which they will coordinate project logistics.
- iv. Compliance with the ACG is not required.
- v. Projects must be completed within one (1) month of the grant being approved with receipts, final report, pictures, etc. being submitted no later than one (1) month after project date.
- vi. Clubs may apply for more than one grant in the same administrative year, provided the prior Disaster Relief Grant is completed in its entirety.
- vii. Advance funding for a Disaster Relief Grant may be approved on a case-by-case basis. If

funds are advanced, and not fully utilized, those remaining funds must be returned to the District Foundation.

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

- i. SLP Grants defray costs related to chartering new SLP organizations in the LaMissTenn District.
- ii. SLPs include K-Kid Clubs, Builders Clubs, Key Clubs, Circle K Clubs, and Aktion Clubs.
- iii. **Grant Award for all SLPs other than Circle K Clubs:** 75% reimbursement of the charter fee paid to Kiwanis International within the current administrative year
- iv. **Grant Award for Circle K Clubs:** 75% reimbursement of the charter Kiwanis International and District dues paid up to \$1,000 within the current administrative year
- v. Clubs are eligible for up to two (2) SLP Grant per administrative year. Grants must be for different SLP club types.
- vi. 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.
- vii. The Sponsoring Club must agree to support SLP with time and funds in accordance with Kiwanis International guidelines.