**OHIO DISTRICT KIWANIS FOUNDATION, INC. GRANT APPLICATION INFORMATION GUIDELINES FOR GRANT APPLICATION PROCESS**

(If submitting hard copy, please type or print in black ink or complete form online at odkf.org)

***Applications must be postmarked no later than…***

November 30th for January Funding March 31st for May Funding

June 30th for August Funding

# Application must include completion of the Grant Application Form and Description of Project to include the following information:

* SUBMIT LETTER FROM SPONSORING KIWANIS ORGANIZATION DESCRIBING THEIR COMMITMENT TO THE PROJECT
* PROVIDE STATEMENT OF OVERALL PROJECT BUDGET INCLUDING INCOME AND EXPENSES INDICATING HOW GRANT FUNDS WILL BE USED ON THE

PROJECT

* SUBMIT A COPY OF THE ORGANIZATION TAX ID NUMBER ALONG WITH A COPY OF THE ORGANIZATIONS IRS TAX DETERMINATION LETTER

## ALL PROPOSALS MUST BE SUBMITTED BY THE DEADLINE TO: HARDCOPY EMAIL

Ohio District Kiwanis Foundation [grants@odkf.org](mailto:grants@odkf.org) c/o Grants Committee

PO Box 668

Circleville, OH 43113

# ODKF GRANT APPLICATION FORM

Approved 5/19/2022

DATE

CHECK ONE

APPLICATION FOR KIWANIS SAFE AND HEALTHY KIDS

APPLICATION FOR CHILDREN/COMMUNITY PROJECT

SPONSORING OHIO DISTRICT KIWANIS ORGANIZATION

SIGNATURE OF KIWANIS ORGANIZATION PRESIDENT

INVOLVEMENT OF KIWANIS FAMILY CLUB (Volunteers and Funding for this project) Include volunteer time and funding.

NAME OF ORGANIZATION RECEIVING GRANT

PURPOSE OF ORGANIZATION

TAX ID NUMBER OF ORGANIZATION

(INCLUDE A COPY OF ORGANIZATION IRS TAX DETERMINATION LETTER)

NAME OF CONTACT PERSON OF ORGANIZATION TO RECEIVE GRANT:

(Print) (Signature) TITLE: ADDRESS:

CITY: ZIP:

TELEPHONE:

EMAIL:

TOTAL AMOUNT REQUESTED: (maximum is $3000)

CHECK SHOULD BE PAYABLE TO:

TOTAL PROJECT COSTS:

ANTICIPATED START DATE:

ANTICIPATED COMPLETION DATE:

Have you submitted a request(s) to any other funding sources for this same project? Yes No

If so, when and to whom?

# Include in your project a description the following items:

1.) What is the purpose of the project? 2.) What are the project goals? 3.) How will you accomplish the goals of the project? 4.) Who and how many will benefit from the project?

**By submitting and becoming approved for an Ohio District Kiwanis Foundation grant you agree to provide a follow up of the project success. This will include but is not limited to a description of the project success, summary of who was involved, and 2-3 photos of the project.**

**All application materials and follow up information and photos become the property of the Ohio District Kiwanis Foundation. The application and support information will be shared with the grants committee and the ODKF Board. All information will be held in ODKF files for at least three years after application date.**

**All grants awarded are subject to audit.**