

## **Suggestions for Success When Submitting an ODKF Grant Request**

The Ohio District Kiwanis Foundation offers many programs to support Ohio Kiwanis clubs, Kiwanians, children, families, and communities. The program that is most prominent is the multi-faceted grant program.

A frequently asked question about the grant process is centered around what the Grants Committee is looking for in a grant application.

When reviewing a grant application, the Ohio District Kiwanis Foundation Grants Committee is looking for an application that:

- 1) is in keeping with the purpose of the Ohio District Kiwanis Foundation. The purpose of the Foundation shall be to provide funds, manpower, leadership and direction for charitable, benevolent, eleemosynary, educational, religious and scientific purposes related to projects sponsored by Kiwanis International, the Ohio District Kiwanis, individual Kiwanis Clubs in the Ohio District and/or any of the Kiwanis sponsored organizations and programs.
- 2) is complete. Make sure all sections are completed and all questions are answered.
- 3) is signed by the club president. This assures the ODKF Grant Committee that this is a club project and club leadership is aware of the application.
- 4) includes a well-explained project. Be concise, thorough, and specific in all areas. Explain the request so individuals not familiar with your project will understand what your club wants to do.
- 5) contains requested documents including a letter from the sponsoring Kiwanis club, a complete budget (income/expenses) for the project for which the club is requesting a grant, a copy of most recent project financial statement, a copy of organization tax ID number and IRS tax determination letter, additional documentation/materials not requested in the application; e.g., letters of support from community leaders, school superintendent, participating agency leaders; photos; maps; diagrams.
- 6) describes collaboration with other community organizations. Why have you partnered with this particular organizations
- 7) describes how the members of the submitting club and Kiwanis family club(s) will be involved in the project.
- 8) thoroughly answers all of the questions on the application. Be concise, thorough, and specific.
- 9) includes precise financial information. If at all possible, don't estimate.
- 10) has been proofread by several others. Check for and correct grammatical and/or spelling mistakes; unclear, vague, or ineffective language; missing steps or data; clear, concise, and complete explanations. Take the time to have someone not familiar with the project check the application for understandability.
- 11) has been rechecked prior to submission. This final step may save time and, ultimately, the success of the club's grant request.

Please be aware of and observe Kiwanis Club Grant deadlines: October 31, March 31, June 30. You can submit a grant application at any time prior to a deadline, but your application must be submitted by the deadline to be considered at the next ODKF Grant Committee meeting.

Don't procrastinate. By submitting your club's application well before the deadline, there is time to submit additional information, if requested.

Carefully read the bold-type statements at the end of the application.

If you have questions about the ODKF grant application process, please contact [grants@odkf.org](mailto:grants@odkf.org).