



## **ODKF KARES grant approval and accounting process**

### **Purpose of Funds**

The goal of the Ohio District Kiwanis Foundation thru this KARES grant program is to provide Ohio Kiwanis clubs with funds to support service projects that the club has not been able to implement because of the pandemic.

The application for a KARES grant should address a club's inability to fund an ongoing service project.

Scholarship support is not an allowable use of KARES grant funds.

### **Application**

All requests must be made on the "**ODKF KARES**" application form and signed by the President and/or the Treasurer of the Kiwanis entity requesting the funds. (See "Request for Funds" Form.)

The request for funds shall clearly state the specific expenditures for which the money will be used and who will be responsible for properly accounting for all funds granted.

The narrative for the grant should include the number of children and families who may be impacted by use of the funds.

Grants will be made only if a national, state, or local government agency has officially declared a state of emergency such as Covid 19 and other natural disasters.

### **Disbursements of Funds**

The critical nature of emergency needs necessitates prompt response. Therefore, all "Request for Funds" applications are to be reviewed by a KARES grant Committee composed of members of the ODKF Disaster Relief committee and the Grants Committee within the first seven days after receipt, and thereafter the requesting party shall be notified of the committee's decision.

Selection of grant recipients is solely the responsibility of the ODKF KARES Committee. This decision will be based on the facts disclosed in the request and may include a discussion with the local Kiwanis Lt. Governor.

The KARES Committee reserves the right to refuse a request or to reduce the grant when either insufficient funds are available or there is insufficient proof of need.

No KARES grant funds may be granted to a Kiwanian or any member of his or her immediate family.

Funds will not be granted directly to any non-Kiwanis organization or entity unless specifically requested to do so by a Kiwanis entity and approved by the committee. This is a Kiwanis fund to be used by Kiwanis Clubs and other Kiwanis entities to respond to local community emergency needs.

The Kiwanis entity must sign a Receipt of Funds statement indicating their agreement to return a complete accounting of funds used and to return any unused funds within 90 days of the issue of the original grant check.

If additional time is needed, a specific request should be made to the chair of the committee for an extension, not to exceed an additional 90 days.

The committee, upon approval of a grant, will forward a request for check to the Foundation Treasurer who will cut a check at once and mail it to the recipient along with the necessary documentation form and a letter advising the recipient what records need to be kept accounting for the funds.

### **Grant Promotion**

Recipients are requested to include in all public news releases, or on Facebook, on other social media that the KARES grant comes from the Ohio District Kiwanis Foundation.

Any local media promotion and pictures of the projects to be supported by the grant should be shared with the Foundation.

The Foundation reserves the right to use information contained in the grant and any media associated with the grant in promotional materials such as on its website and on Facebook.