



**Kiwanis Club of San Ramon Valley
San Ramon Valley Kiwanis Foundation**

February 1, 2012

Dear Program Director or Development Director:

The Kiwanis Club of San Ramon Valley and its affiliate, the San Ramon Valley Kiwanis Foundation is pleased to announce the opening of its 2012 Funding Cycle. On our website at www.kiwanis-srv.org, click on GRANTS, then the GRANT PACKAGE button, and check-out the FUNDING GUIDELINES to determine if your organization is *eligible* for a grant. If your organization is eligible, you are now able to enter your information on the Grant Application on our website, and then print and mail it in, together with other required documents described therein. You CANNOT e-mail the form through our website.

Kiwanis provides grants to dozens of organizations and projects each year. Grants range from \$500 to \$3,000. The bulk of the funds that we distribute are raised through various special events such as the Kiwanis Fourth of July Parade in Danville. Kiwanis is committed to making a difference in the lives of all people living in our community.

Please be certain to provide all the information we have requested. The more detailed your response, the more likely we will be able to assist your grant needs. Please send your completed grant application package to the address below.

Grant Request packages can be submitted starting 2/1/12, but must be postmarked not later than Monday, March 5, 2012. We intend to make our final grant request decisions by mid-April 2012. If you have any questions, please e-mail the undersigned at grants@kiwanis-srv.org. We look forward to hearing from you.

Sincerely yours,

John L. Lineweaver
Kiwanis Grants Committee Chairman
P. O. Box 680
Alamo CA 94507



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San Ramon Valley Kiwanis Foundation**

**FUNDING GUIDELINES – COMPETITIVE GRANT APPLICATIONS
2012 FUNDING CYCLE**

The following guidelines are considered by the Grant Committee in making its recommendations. It is not intended that each or any guideline must apply in all cases.

- The grant must advance a charitable or cultural purpose.
- The grantee must be of such character and reputation that the committee is reasonably certain that the purpose of the grant will be fulfilled honestly and effectively.
- Preference is to be given to grantees with which Kiwanis Club members are actively associated on a non-paid basis.
- Preference is to be given to purposes directly benefiting the San Ramon Valley community. However, we also permit a small number of the grants be directed to purposes that can be considered regional, national, and/or international.
- Preference is to be given to grants that benefit children, the infirm or the elderly.
- Preference is to be given to grants that involve 'hands on' participation by club members, and the community at large.
- Preference is to be given to grants that will provide solace, comfort or consolation.
- Preference is to be given to grants that have a significant influence on the desired results, such as providing seed money, resulting in matching funds, or enabling a program to exist that would not otherwise do so.
- The following are excluded as potential grantees , in the absence of exceptional circumstances:
 - Individuals
 - Organizations without non-profit status *b
 - Governmental Entities
 - Individual Schools or PTA's *a
 - Sports Teams
 - For-Profit Enterprises
 - Organizations utilizing grant proceeds to award scholarships *a
 - Religious Institutions, except for non-sectarian projects open to the general public
 - Any organization which requires religious observance as a condition of receiving services

*a Please note that Kiwanis gives substantial financial support to the SRV Education Foundation, through a non-competitive grant process. Kiwanis also offers support and funding for four (4) High School Key Clubs.

*b unless represented by non-profit fiscal agent

Every request **must have** a completed Grant Application, IRS Tax Exempt letter, a current Organization Budget, a Project Budget, a current Balance Sheet, Profit and Loss Statement for the current **and** prior year, and a list of Board Members, if applicable.

All applications must be postmarked no later than Monday, **March 5, 2012**. All funded organizations must agree to submit to the Chairman, a brief written summary describing the use of the granted funds not later than December 31, 2012.

Please return the completed Grant Application Package to

JOHN LINEWEAVER, Chairman, SRV Kiwanis Grants Committee, P.O. Box 680, Alamo, CA 94507



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GRANT APPLICATION

Organization Name			Date Organization Started	
Program Name or Project Title			Fed. Tax Status and ID #	
Street Address		Mailing Address		
City	State	Zip	Organization Phone #	E-Mail
Executive Director		Work Phone #	E-Mail	
Board President		Work Phone #	E-Mail	
Contact Person		Work Phone #	E-Mail	

List Communities Served by Program/Project

Total Organization Budget: Current Year \$ _____	Last Year \$ _____
Total Project Budget: Current Year \$ _____	Last Year \$ _____
Amount Requested from Kiwanis: \$ _____	

List name(s) of any other organization or individual from which you have received or to whom you have applied for funds for this project:



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This Kiwanis grant will be applied to:

- New Project;
- Expansion of an existing program;
- General organizational support;
- Specific operational or program expense;
- Other _____

What is the overall Mission of your organization?

Briefly describe your project and/or the purpose for which funds are being requested, including your intended results:



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Describe the target population to be served (i.e. number, age, group, and other characteristics):

How will you evaluate the success of this project if funded?



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Have we funded your organization in prior years?

Yes

No

If yes, please name the project funded and the amount:

Do you have any S.R.V. Kiwanians who are actively associated with your organization on a non-paid basis?

Yes

No

Names:



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Have you previously submitted a proposal for this project?

Yes No

Has this proposal been approved by your Board of Directors?

Yes No

If not, has it been approved by your Board President?

Yes No

If you are funded, to whom should the check be made out?

Please enclose the following exhibits with your application:

- a) IRS Tax Exempt Letter
- b) Current Balance Sheet
- c) Organization Budget
- d) Project/Program Budget
- e) List of Board Members (if applicable)

Executive Director or Board President:

Signature

Print Name

Title