



Kiwanis Proprietary- Internal Use Only

Grant# _____ Approved\$ _____

Date of Board Approval _____

Comm. Chair Sign _____

"Dedicated to changing the world one child and one community at a time."

Grant Application Guidelines

Eligibility for applicants

- Be classified as one of the following:
 - o A private or public non-profit organization qualifying for tax exemption under IRC 501, including but not limited to educational institutions, faith-based or community organizations;
 - o A state or local government agency, including native American tribal governments; or o A regional, statewide, or local coalition with one lead organization that meets one of the eligibility criteria stated above. The applicant organization must have a significant role in the coalition.
- Must be in compliance with federal tax filing and payment requirements.

General Information

- Priority will be given to grants for programs consistent with the mission of the Cape Coral Kiwanis Foundation.
- Priority will be given to grants involving youth and serving the Cape Coral community.
- Grant requests are considered once a year.
- The deadline for submission of grant applications is June 30th.
- Grant awards are for the fiscal year of October 1st through September 30th.
- Grant requests are approved by the Board of Directors of the Cape Coral Kiwanis Foundation.
- The decision of the Board of Directors of the Cape Coral Kiwanis Foundation is final.
- The recipient organization of an approved grant may spend up to and including the specified amount for the sole purpose of the program for which the amount was approved.
- This application is fillable on-line so please complete it on your computer before printing and signing the document. You may use additional blank pages if necessary.
- Grant recipients are expected to submit a program/event evaluation report showing the effectiveness of their use of the grant money to the Cape Coral Kiwanis Foundation. The report may include digital photographs if relevant.
- Incomplete, unsigned, or undated applications will be returned.



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Grant Application

Grant amount requested. \$ _____

Name of Organization _____

Street Address (To Mail Grant) _____

City _____ State _____ ZipCode _____

Is this organization designated as non-profit under IRC 501? Yes No

If yes, attach a copy of IRS letter.

Does your organization have liability insurance? Yes No

If yes, please provide a copy of the liability policy.

Is the organization a subsidiary of another organization? Yes No

 If so, please provide the name of the parent organization

What is your organization's mission statement?

What constituency will be served by the program or project?

What percentage of individuals under the age of 18 will be served?

What percentage of Cape Coral residents will be served?

What will be the purpose of this grant?

What are the primary objectives of the program or project?

Is this a new or ongoing project? If ongoing, briefly provide a summary of the success of the program or project in the most recent two years.



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Is the program or project a single event? If so, please provide the scheduled date for the event.

Does the program require community or volunteer involvement? If so, please provide an overview.

What is the sustainability of the program?

How and when will the project or program be evaluated, if applicable?

Plans for continued funding of the project, if applicable.

Listing of other funding sources either committed or applied for. Include amounts for each.

What percentage of the grant will be used directly to serve the community?

Is your program summary attached to the application? Yes No

(see next page for the guidelines for the program summary)

Printed Name of Authorized Representative _____

Position /Job Title _____

Email _____

Phone _____

Signature of authorized representative of the organization. Date _____



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Guidelines for Program Summary

The following should be provided in two pages or less and attached to the application.

1. General Program description. Please describe the proposed program in one paragraph. Why does your organization want to do this program? Why should Cape Coral Kiwanis Foundation fund it? Show specifically how this program will impact the community and what population is primarily served by the program. This is your opportunity to present your program and convince the foundation of the importance and desirability of your program.

2. Program details. Please answer the following questions about the proposed program.
 - a. Can the money be obtained elsewhere?
 - b. Would a grant lesser than the amount requested still make the program viable?
 - c. Have you applied to other sources for funding?
 - d. Would this grant request require further funding?
 - e. Who are the members of staff that will carry out the program?
 - f. What are their backgrounds and qualifications?

Mail your complete application, IRS letter, proof of liability Insurance, and program summary to:

Cape Coral Kiwanis Foundation
ATTN: Grant Committee
P. O. Box 100006
Cape Coral, Florida 33910

If you have questions or need assistance, please email: grantcommittee@mycapecoralkiwanis.org