



## THE CHEYENNE KIWANIS CLUB FOUNDATION

P.O. BOX 1513  
CHEYENNE, WY 82003

Date: February 1, 2021

Re: Grant Application

To: Whom It May Concern

Thank you for your interest in a Cheyenne Kiwanis Foundation Grant.

The purposes of the Foundation are to support children's programs in the broadest sense, followed by human services over sports and cultural activities, to assist needy persons, particularly young people; to assist worthy youth in attaining vocational excellence; and to aid handicapped persons in regaining useful lives. This is accomplished through the granting of funds directly for such purposes or by furnishing of funds to other organizations established for charitable, scientific research or educational purposes.

Generally, all recipient organizations must be 501(c)(3) tax-exempt organizations under the Internal Revenue Code.

It is the intent of the Foundation that the funds be used in and for the benefit of the Cheyenne community. Additionally, the Foundation requires the grant money to be used within one year of the receipt of the funds and requires the recipient to provide an accounting of the actual expenditures.

Attached find the Grant Application and Grant Checklist. Both should be reviewed by your Board of Directors to confirm your eligibility. Upon confirmation, your request should be submitted in writing using the checklist as a guide.

Requests for grants will be accepted from February 1 - March 15, 2021. In order to support as many community programs as possible, the Kiwanis Foundation may remove from consideration applicants that received a grant in the previous calendar year. Additionally, the Kiwanis Foundation may not be able to award the full amount requested in an effort to support multiple community organizations.

Announcements on 2021 grant awards will be made in May. You will be notified of our decision as soon as possible.

Grant applications can be mailed to the Cheyenne Kiwanis Foundation at PO Box 1513, Cheyenne WY, 82003 or submitted electronically to [cheyennekiwanisfoundation@gmail.com](mailto:cheyennekiwanisfoundation@gmail.com).

Cordially,

Lisa Trimble  
President  
The Cheyenne Kiwanis Club Foundation



**THE CHEYENNE KIWANIS CLUB FOUNDATION**

P.O. BOX 1513  
 CHEYENNE, WY 82003

**GRANT APPLICATION**

This Grant Application is being submitted on behalf of: \_\_\_\_\_  
Organizations Name

Requesting organization contact information (please print):

Name of contact and position: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

We are requesting a grant amount of \$\_\_\_\_\_ from The Cheyenne Kiwanis Club Foundation to be used for the following intended purpose:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

We understand and commit to the following terms as part of this grant applications process:

- The requested grant amount shall be used by our organization, solely for the stated purpose.
- We will submit a written report including, a detailed expenditure of the awarded funds to the Kiwanis Foundation within 60 days of completion of stated purpose.
- If we fail to use the requested funds for stated purpose within one (1) year from the date of the award, the funds, plus any accumulated interest shall revert to The Kiwanis Foundation.

I confirm that I have supplied all the requested information on The Kiwanis Foundation Checklist.

\_\_\_\_\_  
 Grantee Representative Signature    Date

\_\_\_\_\_  
 Printed Name of Grantee Representative



## THE CHEYENNE KIWANIS CLUB FOUNDATION

P.O. BOX 1513  
CHEYENNE, WY 82003

### GRANT APPLICATION CHECKLIST

Please submit the checklist along with each of the items listed below with the grant application, to be considered for grant funding:

1. \_\_\_\_\_ Description of the organization's purpose and objectives
2. \_\_\_\_\_ Itemized budget including total dollar amount of your request
3. \_\_\_\_\_ Number of youth impacted by your request
4. \_\_\_\_\_ Date(s) you intend to use the grant
5. \_\_\_\_\_ Other sources and funding you have requested or received for this same purpose
6. \_\_\_\_\_ List of current organization Board of Directors
7. \_\_\_\_\_ One copy of your most recent financial report
8. \_\_\_\_\_ One copy of your most recent IRS Form 990
9. \_\_\_\_\_ One copy of organizations tax exemption ruling letter
10. \_\_\_\_\_ The grant application with signature

Information may be summarized into a comprehensive document or provided as individual documents. We recommend that you keep a copy of the complete grant application for your records.

Applications without the basic applicable information and attachments listed above, may not be considered for funding.

Completed applications can be mailed to:  
The Cheyenne Kiwanis Club Foundation  
Attn: Grants Committee  
P.O. Box 1513  
Cheyenne, WY 82003

Complete applications can also be emailed to: [cheyennekiwanisfoundation@gmail.com](mailto:cheyennekiwanisfoundation@gmail.com).