



THE CHEYENNE KIWANIS CLUB FOUNDATION

P.O. BOX 1513
CHEYENNE, WY 82003

Date: February 5, 2025

Call For Grant Applications

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

The purposes of the Cheyenne Kiwanis Foundation Grant are to support youth programs. Such programs may include human services, recreational activities, cultural enrichment, educational opportunities, leadership development, vocational attainment, and programs designed for youth with special needs.

Generally, all recipient organizations must be established 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 and Laramie County** community within one year of the receipt of the grant. In addition, recipients are required to provide the Foundation with an accounting of all grant expenditures.

Applications will be accepted through March 21, 2025. 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. Recipients of the 2025 awards will be announced by the end of April, 2025.

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.

Grant applications and the checklist of required supplemental information are available at the following website: <https://cheyennekiwanis.org>. Click on the link to the Foundation to download the application and checklist.

Completed applications can be mailed to the Cheyenne Kiwanis Foundation at PO Box 1513, Cheyenne WY, 82003 or submitted electronically to cheyennekiwanisfoundation@gmail.com.

Thank you,

Phil Van Horn
2024-2025 President
The Cheyenne Kiwanis Club Foundation



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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



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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 organizations tax exemption ruling letter.
8. _____ 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.