



## THE CHEYENNE KIWANIS CLUB FOUNDATION

P.O. BOX 1513  
CHEYENNE, WY 82003

Date: December 9, 2025

Re: Grant Application

To: Whom It May Concern

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

The purpose 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 and those with special needs.

Organizations applying must generally be 501(c)(3) tax-exempt entities. Grant funds must be used within one year of receipt and must directly benefit the Cheyenne and Laramie County community. Recipients are required to provide an accounting of all expenditures.

Applications will be accepted through March 20, 2026. 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 2026 awards will be announced by the end of April 2026.

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> under the Cheyenne Kiwanis Foundation section.

Completed 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).

Thank You,

Norah Harris  
2025-2026 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 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 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](mailto:cheyennekiwanisfoundation@gmail.com).