



FOUNDED 1971

THE CHEYENNE KIWANIS CLUB FOUNDATION
P.O. BOX 1513
CHEYENNE, WYOMING 82003

Date: February 1, 2019

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.

Please find a Grant Application Checklist and a Grant Agreement Form on this web site. Both should be reviewed by your Board of Directors to confirm your eligibility. Upon confirmation, your request should be submitted in writing using the Grant Application Checklist as a guide.

Requests for grants will be accepted from February 1, 2019 through March 15, 2019. The amount available for funding is usually \$5,000 per grant request. In order to support as many community programs as possible, the Kiwanis Foundation may not consider applications from organizations that received a grant in the previous calendar year.

Announcements on grant awards will be made in April 2019 for the current grant cycle's requests. The Foundation meets monthly and in some cases, it may take two meetings before a request is decided upon. You will be notified of our decision as soon as possible.

Sincerely yours,

Olivia Samson

President

The Cheyenne Kiwanis Club Foundation



FOUNDED 1971

THE CHEYENNE KIWANIS CLUB FOUNDATION
P.O. BOX 1513
CHEYENNE, WYOMING 82003

GRANT APPLICATION CHECKLIST

Applicant is to submit this checklist along with each of the items listed below with the written request for a funding grant:

1. _____ Complete address of organization.
2. _____ Name, position, telephone numbers and email address of contact person.
3. _____ Description of the organization's purposes and objectives.
4. _____ Brief description of the specific program, project or purpose of your request.
5. _____ Itemized dollar amount of your request.
6. _____ Number of youth impacted by your request.
7. _____ Date(s) you intend to use the grant and deadline when you must know of our decision
8. _____ Other sources and amounts you have requested or received for this same purpose.
9. _____ List of your Board of Directors with officers indicated.
10. _____ One Original Signed Grant Agreement.
11. _____ One Copy of your most recent financial report.
12. _____ One Copy of your most recent IRS Form 990 (applies only to 1987 reports and on).
13. _____ One Copy of organization's tax exemption ruling letter.
14. _____ Retain a copy of the Grant Application Checklist with attachments for your records

Applications without the basic applicable information and attachments as listed above may not be considered.

Mail completed applications with all copies and attachments to Cheyenne Kiwanis Club Foundation, Attention: Grant Committee, P.O. Box 1513, Cheyenne, Wyoming 82003.



FOUNDED 1971

THE CHEYENNE KIWANIS CLUB FOUNDATION
P.O. BOX 1513
CHEYENNE, WYOMING 82003

GRANT AGREEMENT

This agreement is made and entered into the _____ day _____, of 20____, by and between The Cheyenne Kiwanis Club Foundation, hereinafter referred to as “The Kiwanis Foundation” and _____ hereinafter referred to as the “Grantee.”

WITNESSETH:

WHEREBY The Kiwanis Foundation is hereby contributing \$_____ to the Grantee using said sum for: _____

NOW, THEREFORE, in consideration of the contribution by The Kiwanis Foundation the Grantee agrees to the following terms and conditions:

- That the grant of \$_____ shall be used by the Grantee solely for the stated purpose.
- That the grantee shall submit a written accounting of the expenditure of said monies to The Kiwanis Foundation within 60 days of completion of stated purpose.
- That, in the event the Grantee fails to use the said monies for stated purpose within one year from the date of this agreement. the monies. plus any accumulated interest. shall revert to The Kiwanis Foundation and this agreement shall be declared void.

IN WITNESS WHEREOF the parties have set their hands this day and year first above written.

Kiwanis Club Foundation

X _____
Signature

Grantee: _____