

**Kiwanis Club of Napa Foundation  
Grant Guidelines  
February 2013**



**Mission Statement**

The Mission of the Kiwanis Club of Napa Foundation is to assist the youth of the community through giving and by performing direct community services.

**Eligibility Requirements**

1. To be eligible for a grant, your organization or project must have one of the following:
  - a. 501(c)(3) public charity status
  - b. Fiscal sponsor of your project by a 501(c)(3) organization
  - c. Education Institution (public or private)
  - d. Public agency status
  - e. Religious institution status
2. The Kiwanis Club of Napa Foundation must be credited by name for funding the grant.
3. The decision of the Kiwanis Club of Napa Foundation Board of Directors is final.
4. The benefits of your organization or project must accrue significantly to the youth of our community.
5. The foundation will not fund a grant to the same program for more than two (2) consecutive years. The foundation will review all funding on an annual basis.
6. You must complete a brief letter (1-2 pages only) that has the following information:
  - a. Describes your organization, include your Federal Tax Identification Number (EIN) for your organization or fiscal sponsor's letter.
  - b. The scope of work your organization or project provides.
  - c. How the organization or project will serve the youth of our community.
  - d. Amount of the request.
  - e. Describe attempts to secure revenue from other sources, as well as any other funding source for this project and funding already raised.
  - f. In what other way the foundation can contribute to the organization or project (contributions of time and/or labor by club members).
  - g. A current budget for your organization and/or project (use the attached form).
7. All organizations must submit a report at least annually on the organization and/or project. The report should include:
  - a. How many individuals were served
  - b. Budget to actual

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- c. Outcome of program and/or project
- 8. Kiwanis requests that all organizations receiving donations support Kiwanis funded Events either through volunteering, ticket purchases, or donations for silent auction.

**Procedure for Board of Directors to consider fund requests**

- 1. All current grants (funding) would be required to submit a request for funding next year and evaluated against the criteria above.
- 2. We will send letters to all current organizations that we are funding, informing them of the new process and give them the application deadline of August 1, 2013.
- 3. We may require organizations requesting funds for the current year attend a meeting to do a presentation describing their project.
- 4. It is recommended that we go through the budget section by section and invite all Kiwanis members to attend the meeting to advocate for their individual organizations and/or projects.
- 5. It is recommended that this policy be reviewed on an annual basis.
- 6. This procedure would not apply to Kiwanis Club Projects.