

Kiwanis Club of Montgomery Grants Process

2026



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Kiwanis Grants Overview

Since 1954, Kiwanis Club of Montgomery Foundation has provided more than \$10.7 million in grants to community non-profit organizations

- Last year, Kiwanis awarded \$345,689 in grants.
- Grants focus on enhancing the health and education of youth in the River Region.
- Grants support both capital projects as well as operational costs.



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Timeline Overview

- January 30th 5:00 p.m.- All applications must be at Kiwanis office.
- Month of February- Kiwanis Grants Committee members receive submitted applications for review and conduct interviews with grant applicants.
- End of February- Committee meets and makes recommendations for grant awards.
- March- Grants awarded.

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*** IMPORTANT DOCUMENTS FOR APPLICATION PROCESS**

Please reference 2 documents during the application process:

1. Application
2. Application Criteria

* Both can be found on our website at:
www.montgomerykiwanis.org/grant-information

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COMPLETE AND RETURN TWO COPIES TO:
 Kiwanis Club of Montgomery Foundation
 4137 Carmichael Road, Suite 110
 Montgomery, AL 36109
 Prior to or on: **January 30, 2026 at 5:00 p.m.**

Application must be submitted on this form. Others will be returned.
CAPITAL FUND DRIVE EQUESTS WILL NOT BE ACCEPTED

The Kiwanis Club of Montgomery will only consider Applicants who have not been funded within the past year

APPLICATION FOR FUNDS FROM KIWANIS CLUB OF MONTGOMERY FOUNDATION

1. Name of applicant organization _____
 2. Address _____
 3. Date organized: _____

4. List of Officers and Directors and their positions and year within which their term expires:

Name	Position	Term	Name	Position	Term

5. Is organization a 501(c)(3) charitable organization? _____
 6. IRS identification number is _____ Attach a copy of identification letter from IRS.
 7. What geographic area does your organization serve? _____

8. Sources and amounts of annual operating funds:

United Way	\$ _____
Investment Income	_____
Membership	_____
Other:	_____
_____	_____
_____	_____

Total annual revenue: \$ _____

9. Uses of operating funds:
 Administrative and fundraising expense: \$ _____
 Program services expense (identify major programs):

 Total annual operating expense: \$ _____

10. Explanation of current project or program for which funding is being requested from the Montgomery Kiwanis Club Foundation. Identify other organizations from which financial support is being requested for this program or project. Please reference the Application Criteria document for details on what to include in the description.

11. Amount requested from Montgomery Kiwanis Club Foundation: \$ _____
 Other sources of support for this project:

 Total project or program cost: \$ _____

12. Can this request be the source of matching funds? Explain: _____

13. History of previous grants from the Montgomery Kiwanis Club or the Montgomery Kiwanis Club Foundation during the most recent 6 years:

20____	\$ _____	20____	\$ _____	20____	\$ _____
20____	\$ _____	20____	\$ _____	20____	\$ _____

14. Person to contact regarding this application: _____ Phone: _____
 Email: _____

15. Application submitted by: _____ Date: _____

Agencies submitting applications by either United States Postal Service or other delivery service, such as Federal Express or UPS, must either email Katie Main, Executive Director, at kmain@montgomerykiwanis.org or call the office at 334-260-7996 to confirm receipt of the application. Agencies dropping applications off at the Kiwanis office without handing the application to Katie Main must also call and/or email the office to ensure the application was received. Kiwanis Club of Montgomery Foundation is not responsible for packages lost, delayed, or misplaced in the delivery process and, therefore, received after the January 30th at 5:00 p.m. deadline. Such applications cannot be considered. **APPLICATIONS CANNOT BE ACCEPTED BY EMAIL.**

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Kiwanis

CLUB OF MONTGOMERY

Application criteria for Kiwanis Club of Montgomery Foundation Funds:

1. Applicant must be a non-profit entity that serves youth needs in the River Region.
2. The project to be funded must provide a naming or other appropriate recognition opportunity for the Kiwanis Club of Montgomery.
3. The project must serve an important and valid community need.
4. The project must be completed within 12 months of receiving the grant.
5. Agencies may not receive Kiwanis funds in consecutive years.
6. Agencies that have appeared as guest speakers at the Kiwanis Club of Montgomery are not eligible to apply for a grant during the grant cycle after speaking.

Please prepare a written description of the project to be funded and include in that description the following:

1. Budget of project to be funded, including all funding sources. An insurance certificate from the contractor, etc., should be included when applicable, as well as an insurance certificate from the organization applying.
2. Most recent financial statement of your organization, including audited financial statements for previous fiscal year.
3. Proof of 501 (c) 3 status.
4. List of current Board of Directors.
5. If the grant request is to fund part of a larger project, send written assurance that the remaining money can be raised.
6. Copy of Board Minutes or other organization authorization for project.

Agencies submitting applications by delivery service such as USPS, Federal Express or UPS, and agencies leaving applications at the Kiwanis office in the submission box or with an individual other than Katie Main must either email her at kmain@montgomerykiwanis.org or call the office at 334-260-7996 to confirm the application was received. Kiwanis Club of Montgomery Foundation is not responsible for packages lost or misplaced in the delivery process and, therefore, received after the January 30th 5:00 p.m. deadline. Late applications will not be considered. **APPLICATIONS CANNOT BE ACCEPTED BY E-MAIL.**

Please direct all inquiries to Katie Main, Executive Director, Kiwanis Club of Montgomery, kmain@montgomerykiwanis.org, (334) 260-7996.

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AGENDA

Who Can Apply? Eligibility.

The Application

Attachments to the Application

Additional Requirements

Submitting an Application

Grant Payments

Questions? Use Q & A feature to submit questions at anytime during today's webinar

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Who is eligible to apply?

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

Entity ID number:
0672/2203

Entity name:
Name: Julia Hankman
ID number: [REDACTED]
Telephone: 677-622-5500
Accounting period ending:
December 31
Public charity status:
172005 (501(c)(3))
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
March 4, 2023
Operation mandatory:
Yes
Indefinite period:
No
[REDACTED]

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax-deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Forms 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,
Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Control Number 31120*

- Applicant must be a tax-exempt, charitable nonprofit organization, as defined by section 501(c)(3) of the U.S. Internal Revenue Code. Q5
- Application requires IRS identification number. Q6
- IRS identification letter designating applicant as a 501(c)(3) organization is required to be attached to application. Q6
- If an organization's 501(c)(3) status is still pending (has not yet been approved), the organization is not eligible to apply this year.

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Who is eligible to apply?

Organization must serve **youth needs** in the **River Region**.

- * **Youth** generally means children 18 and younger
 - Direct or indirect impact may be considered
- * What is the **need**? Be descriptive about the need in the explanation of the project section of the application.
- * **River Region** generally means Montgomery County and surrounding areas. Q7

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Who is eligible to apply?

- Applicants who did not receive funding last year are eligible to apply this year.
- If an applicant applied last year, but did not receive a grant, the applicant is eligible to apply again this year.

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Who is eligible to apply?

- Applicants who spoke at a Kiwanis meeting as a guest speaker in the previous year are generally not allowed to apply for a grant in this cycle.
- If there is a possibility this is an issue, please reach out to Katie Main.



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The Grant Application Process

- Complete and submit the application with all relevant information by January 30, 2026, at 5:00 p.m.
- Application review and site interviews/calls by members of the Kiwanis Grants Committee pending selection of award recipients in March 2026



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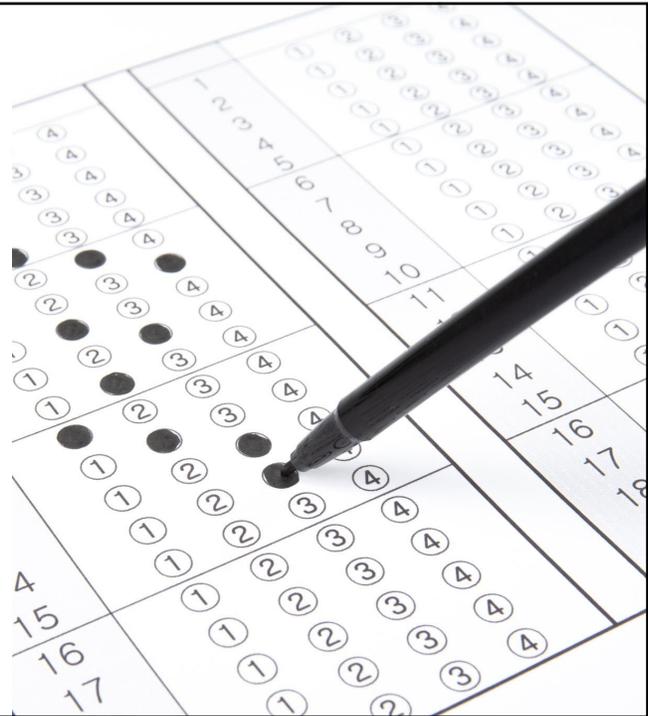
The Application

General Information Q1-Q3

- Name
- Address
- Date organized

Who does Kiwanis Foundation contact with questions about the application? Q14

Who is submitting the application? Q15



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The Application

- Board of Directors Q4
- List of officers and directors, their positions, and terms
- Attachment is allowed
- IRS 501(c)(3) information Q5-Q6
- Geographic Area Q7



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The Application



Financial Information Q8-Q9



Kiwanis Grant Review Committee members must feel the organization is financially stable. They may ask for more information if they have a concern or question.



Sources of operating funds Q8



Major expenses Q9



Best way to show financial viability- most recent financial statement and/or audited financial statements, if available

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The Application

Explanation of project/program for which funding is being requested Q10

- Show that the project is needed! Data is helpful here.

Ex 1: Over the summer, very few youth in Montgomery will work on reading skills, and they will lose much of their ability to read. This is troubling since only 30% of youth in Montgomery are currently proficient readers.

Ex 2: Montgomery County youth are finding themselves with idle time after school, so they are walking home and turning to trouble. There are after school programs that can assist them with their schoolwork and provide them a social outlet. However, the students cannot get to these programs when their parents are working and not able to transport them.



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The Application

Explanation of project/program for which funding is being requested Q10

- Details of project activities- Be descriptive!

Ex: A summer camp will be held from 8:00-10:00 a.m. at Carver High School June 1, 2025- August 1, 2025, for children ages 7-10 years old to enhance their reading skills. Current City of Montgomery teachers will be working with the children.

* Give details as to how the camp will be structured.

Ex: A van will be purchased, and it will have 3 dedicated pickup spots in afternoons to transport children to 2 different youth centers after school. Parents will pick up their children after work.

* Give details about how the transportation process will work.

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The Application

Explanation of project/program for which funding is being requested Q10

- Be sure to explain how the grant funds will be used. Be sure to include documentation supporting the amount requested.

Ex: Grant funds will be used to purchase books and pay teachers. Include cost estimates of books. Include number of teachers being paid, number of hours, and pay/hour.

Ex: Grant funds will be used to purchase a van. Include a few estimates for vans from automobile dealers.

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The Application

Amount Requested from Kiwanis Club Foundation Q11-Q12

- State a specific monetary request. Ex: \$5,000; Ex: \$50,000
- Explanation for request and supporting documentation for request should be included in response to Q10.
- Provide any other sources of funding for the project. Q11
- What is the total cost of the project? Q11
- Are matching funds a possibility? Q12

The committee member may ask you- If Kiwanis cannot give your organization the full amount requested, can the remaining funds be collected from another source and the project be completed? Or must you receive the entire request from Kiwanis for the project to be completed?

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The Application

- History of previous grants with Kiwanis Foundation Q13
- List grants received (year and amount) from Kiwanis Foundation over last 6 years



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Attachments

These are all detailed in Application Criteria document:

- Be sure the budget for the project being funded is detailed in the explanation of the project. A separate budget for the project may need to be attached. A certificate of insurance may be needed.
- A recent financial statement or audited financials. The committee needs to be comfortable it is a viable organization that will be working for our youth for many years.
- Proof of 501(c)(3) status
- List of Board of Directors (if can't fit on Q4 of application)
- If the grant request will not fund the entire project, written assurance that the remaining money will be raised
- Copy of Board Minutes authorizing the project

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A Few Additional Requirements...

The project should be expected to be completed in 12 months (by March 2027).

The project should provide a naming or other appropriate opportunity for the Kiwanis Club of Montgomery

EX: Decal on car, Kiwanis logo on camp t-shirt, Plaque in newly constructed room



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Submitting an Application

Important information when submitting an application:

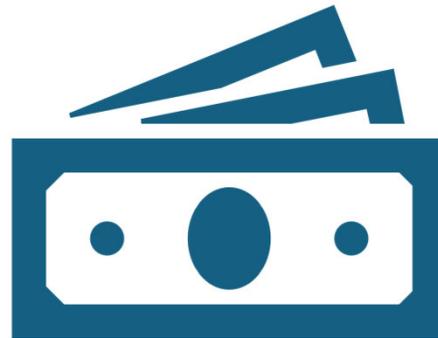
- Deadline: January 30, 2026, at 5:00 p.m. No exceptions.
- Submit 2 copies to Kiwanis
- No email submissions
- U.S. Mail, UPS, Federal Express are all acceptable. Kiwanis is not responsible for applications not received. Email Katie Main to confirm receipt.
- It is not recommended you leave your application with anyone at the Kiwanis office other than Katie Main. They are not aware of the deadline. If you do leave it with someone, email Katie Main to confirm receipt.
- There will be a box in the foyer at the Kiwanis office beginning January 12, 2026. Applications can be placed in the box. Email Katie Main to confirm receipt.

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Grant Payments

Grant disbursements will commence **upon completion of project.**

Payment will require submission of invoices from contractor and/or vendor with written request for reimbursement. Payment is made by ACH (automated clearing house) to the grant applicant, i.e., direct deposit into nonprofit's account.



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