

KIWANIS FOUNDATION OF HOUSTON

Grant Request Form

You are invited to submit an application for funding.
All requests will be competitively reviewed and awarded based on need and available resources.

Incomplete applications will not be considered. All grant applications should be **postmarked** by March 15th. Applications, nor any materials, will be accepted through email.

ORGANIZATION

Name: _____

Street Address: _____

City, State, and Zip Code: _____

Mailing Address: _____

Federal Tax ID #: _____ [Attach 501(c)3 letter.]

Executive Director Name: _____
(Attach personal resume.)

Executive Director Phone: _____

Contact Name and Title: _____

Contact Email and Phone: _____

Description of the organization, the nature of its work, its mission, and its start-up date:

Total number of board of directors or trustees: _____
(Attach list of board members.)

Percentage of board members who attend meetings: _____%

Percentage of board members who financially supported the organization during the last fiscal year: _____%

Total Number of Staff: _____ Administrative _____ Program/Service _____
Part Time _____ Full Time _____

Total # of Volunteers: _____ Administrative _____ Program/Service _____

Are any Kiwanis Club members involved with your organization? _____

If so, please list the member's name(s): _____

Are you affiliated with a national or state organization (Yes/No)? _____ (If yes, identify and explain affiliation): _____

Are there volunteer opportunities for Kiwanis members? _____

GRANT REQUEST

Amount Requested: _____ In one sentence, summarize how the requested funds will be used: _____

[Attach budget for total project.]

Number of children served: _____

Describe the need this grant will meet and why the need: _____

FINANCIAL INFORMATION

Full fiscal year ending ____/____/____

(Attach current financial statement, most recent audited financial statement, 990, and current operating budget.)

Total Income: \$ _____

Sources of Income:

Board %_____ Government %_____ United Way %_____

Individuals %_____ Companies %_____ Other %_____

Program %_____ Foundations %_____ Endowment %_____

Is the organization a part of a larger entity? _____ If yes, please provide current financial statement, most recent audited financial statement, and current annual operating budget for larger entity as well.

Attach current Operating Budget. Give percentage of budget spent on:

- _____% Fundraising
- _____% Administrative Expense
- _____% Programs

If administrative costs plus fundraising are more than 25% of total expenses, explain why: _____

As a separate attachment: provide a grant request proposal and include the following information:

- Proposed program including a statement of need.
- How will the project address the identified issue/need?
- Target geographic area.
- Projected goals and benefits including number of children served.
- How many children were served the prior year?
- Plans for evaluating the effectiveness of the program.
- Will the Kiwanis Club receive any public recognition for the donation?