

**ROSEMEAD
KIWANIS
FOUNDATION**

**GRANT INFORMATION
AND
APPLICATION**

**Rosemead Kiwanis
Box 832
Rosemead, CA, 91770
rosemeadkiwanis.org**

(Last revised June, 2007)

ROSEMEAD KIWANIS FOUNDATION ASSISTANCE

MISSION STATEMENT

The Rosemead Kiwanis Foundation strives to assist worthy projects at the individual and community levels that meet the basic Kiwanis commitment to bettering the world one individual and one community at a time. Our primary emphasis is the improvement of the conditions of the youth of our community, but we are also committed to addressing needs concerning seniors, the disabled, and the physical health and environment of our community.

MONETARY GRANTS

The financial grants issued directly by the Foundation to individuals and organizations are normally done, depending on availability of funds, in increments of \$1000 or less, upon application by the group or organization, accompanied by sponsorship of a member of our Club. It is helpful if the sponsoring Kiwanian is directly acquainted with the individual or affiliated with the organization. Funds available for use as grants are constrained by the extent of Foundation income and may not utilize funds or donations allocated to Foundation corpus.

Obviously there are only a limited amount of resources available. For this reason we sometimes partner with other groups by referral or in cooperative efforts. We are also primarily interested in projects that have a clear multiplier effect beyond just the immediate activity or project funded. For example, our assistance in sending officers of our sponsored KEY Club to the annual KEY Club Convention is expected to improve the abilities of those officers to lead the club, thereby strengthening the entire club, rather than just the officers themselves.

Except in the case of established Rosemead Kiwanis Foundation youth recognition awards and scholarships, financial grants are only made to individuals when those grants can be shown to impact a larger group; for example, a mini-grant to a teacher that would impact the teacher's entire class. Similarly, most grants are issued on a year-by-year basis and (unless specifically stipulated) should not be considered to be an indication of fund availability in future years.

In addition to direct Foundation monetary grants the Foundation assists in writing monetary grant applications from other sources. For instance, we have been successful in obtaining grants for nearly \$30,000 of musical instruments on behalf of various Rosemead schools. We may also partner with other Kiwanis and non-Kiwanis sources in securing monetary support beyond the range of the Rosemead Kiwanis Foundation's own resources.

NON-MONETARY ASSISTANCE

Assistance is not limited to solely to money. We have also negotiated donations of food and supplies for various activities and facilitated fundraising activities for other groups. In some cases we can and have recruited manpower utilizing the resources of the Rosemead Kiwanis sponsored K-family clubs (Aktion, Builders, and KEY) as well as other groups. It should be noted that it is not mandatory to utilize the Foundation's application process to solicit manpower assistance from Rosemead Kiwanis or any K-Family/Kiwanis Network affiliated group.

Announcements and requests for non-monetary help (verbal or written) made directly to Rosemead Kiwanis frequently suffice; many times this approach is simpler and more efficient.

PROCESS

The formal process for requesting monetary, non-monetary or combined assistance from or through the Rosemead Kiwanis Foundation is as follows:

1. Complete, in concert with a sponsoring Kiwanian, a one page application form. This application, a copy of which appears on the back of this brochure, asks for background of the requestor, purpose of the application, amount, number and type of persons to be helped.

A budget document should be included with the application. This document should include:

- (1) Total project cost;
 - (2) Other sources of funding and amounts;
 - (3) Amounts, if any, that participants must pay;
 - (4) Total universe to be served (how many, what kind, etc.);
 - (5) Who will be EXCLUDED or INCLUDED and why;
 - (6) Identity of other existing or potential supporters/contributors being solicited
 - (7) Calendar of project - is this anticipated to be a one-time or repeating project;
2. Submit the application (by mail to the Foundation at Post Office Box 832, Rosemead CA 91770 or via any Rosemead Kiwanis Foundation Board Member) for the Foundation Board's consideration at its next meeting (the Foundation Board is comprised of the Board members of Rosemead Kiwanis Club). Formal meetings are normally held quarterly but special meetings can and are convened as needed.
 3. The application will be considered for suitability and prioritized in comparison with other suitable applications and the availability of resources. It is possible that the request may be "shopped" for participation in cooperation with other groups unless the applicant has specifically requested that this not be done by declining to check the box at the bottom of the application form.
 4. In the event submission of the application results in a grant being approved, the Foundation will require that the recipient commit to making a written evaluative report concerning the efficacy of the project at the conclusion of the project, for our internal use in evaluating future projects. Recipients may also be asked to attend a Rosemead Kiwanis meeting to present a live evaluation report.

If desired, inquiry may be made by any Rosemead Kiwanian before submitting a formal application as to probability of suitability, availability and likely competition for resources.

Grants are made by the Rosemead Kiwanis Foundation and associated organizations in accordance with stated objectives. The Foundation does not discriminate on the basis of gender, race, age, creed, political affiliation, ethnic origin or physical impairment.

ROSEMEAD KIWANIS FOUNDATION ASSISTANCE APPLICATION

Name of Applicant _____

Phone Number _____ Email _____

Address _____

Sponsoring Kiwanian _____

NOTE: Please prepare detailed budget and background statement to this application in addition to completing summary information below before submitting (see instructions for details).

Type Assistance Requested (more than one may be applicable)

- Monetary Grant Application Assistance Material and/or Labor Other

Snapshot of Resource needs (dollars/material types/labor hours)

Summary Description of Applicant (include details in attached statement as desired):

Summary Description of project (include details in attached statement as desired):

Other comments (if desired):

In marking this box I authorize the Rosemead Kiwanis Foundation to discuss same with its affiliated Kiwanis Family and Kiwanis Network groups and to pursue partnering arrangements if deemed needful to effectuate a successful outcome of this application.

Name _____ Signature _____ Date _____