



Kiwaniis®

CLUB OF ANN ARBOR FOUNDATION INC.

100 North Staebler Rd., Suite C, Ann Arbor, MI 48103-9755

2018 GRANT APPLICATION INSTRUCTIONS

Grant applicants are requested to utilize the following guidance in providing a detailed written description of their project as an addendum to the two-page application (please keep the addendum to **no more than three pages**).

1. PROJECT DESCRIPTION

- A. A comprehensive Purpose Statement of the Grant (*greater than the limited statement requested on the cover page*).
- B. Indicate who will be served (e.g. economic level, and geographic area (city, county)).
- C. Indicate what will be accomplished by the project and what metrics will be used to determine the success of this project.
- D. Indicate the proposed project start and completion date.
- E. Indicate how the community will benefit from this project.

2. PROJECT FINANCIAL INFORMATION

- A. Indicate the total cost of this project.
- B. What other sources of funding will be sought if the project budget is greater than the amount being requested from Kiwanis? Has the organization applied to those funding sources? Have the funding sources approved the funding request?
- C. If the organization is unable to raise all funds necessary for the project, what are your plans for this project?
- D. Is this project likely to be sustained beyond the current year and if so how will funding be sustained?
- E. IT IS THE KIWANIS CLUB OF ANN ARBOR FOUNDATION'S EXPECTATION THAT FUNDS WILL BE USED FOR THE STATED PROJECT OR RETURNED TO KIWANIS.

3. ORGANIZATION INFORMATION

- A. Indicate the date the organization was established.
- B. If the organization is affiliated or related to another entity, indicate the level of autonomy the local organization has.
- C. Indicate the organization's principal purpose(s)/mission statement and how this project fulfills it.
- D. Indicate the geographic area served by the organization.

4. REQUIRED ATTACHMENTS (1 copy of each)

- A. Total budget of project.
- B. List of organization's governing body including Treasurer or CFO.
- C. Organization's Balance Sheet & Income Statement for the most recent fiscal year.
- D. IRS Determination Letter.
- E. IRS Form 990, pg. 1; or IRS Form 990-EZ, pgs. 1 & 2.

5. SUMMARY REPORT SUBMITTED TO KIWANIS UPON COMPLETION OF PROJECT (1 page with pictures, flyers or other materials created for the project) No Later Than September 30, 2018

NOTE: *Kiwanis encourages your organization to submit a press release and/or newsletter article to your constituents announcing your project and Kiwanis' funding of it – please provide a copy.*

Help Us Help Our Community

Kiwanis Club of Ann Arbor Foundation, Inc. is a non-profit 501(c)(3) corporation.
www.a2kiwanis.org 734-665-0450