



Kiwaniis[®]
CLUB OF ANN ARBOR FOUNDATION, INC.
100 N. Staebler Rd., Suite C, Ann Arbor, MI 48103-9755

2024 GRANT APPLICATION INSTRUCTIONS

PLEASE READ THIS INFORMATION FIRST – PRIOR TO STARTING TO COMPLETE YOUR ON LINE APPLICATION. IT IS NOT POSSIBLE TO BEGIN FILLING OUT THE ON-LINE APPLICATION, SAVE IT, AND RETURN TO FILLING IT OUT.

The link to the Application Form is here:

<https://a2kiwanisfoundation.org/groupswe-support/grant-application-and-instructions-for-2024>

1. PROPOSED PROJECT DESCRIPTION – *Optional*

The Proposed Project Description used on the on-line application is intended to be an executive summary. If you wish (not required) to provide a more detailed description, you may include a document that addresses the items below.

- A. Indicate who will be served e.g. economic level, and geographic area (city, county).
- B. Indicate what will be accomplished by the project and what metrics will be used to determine the success of this project.
- C. Indicate the proposed project start and completion date.
- D. Indicate how the community will benefit from this project.
- E. Indicate the organization's principal purpose(s)/mission statement and how this project fulfills it.
- F. Include any research studies, educational articles, or other information that would assist in evaluating your project.

2. PROJECT FINANCIAL INFORMATION – *Optional*

If the scope of your proposed project is such that it will require funding from multiple sources, you may want to make additional comments addressing the following.

- A. 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?
- B. If the organization is unable to raise all funds necessary for the project, what are your plans for this project? Will you proceed on a smaller scale? Will you postpone the project pending additional funding?
- C. Is this project likely to be sustained beyond the current year and if so, how will funding be sustained?

3. REQUIRED ATTACHMENTS

- 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.

4. REQUIRED – 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, 2020. **NOTE:** *Kiwanis encourages your organization to submit a press release*

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and/or newsletter article to your constituents announcing your project and Kiwanis' funding of it – please provide a copy.

IT IS THE KIWANIS CLUB OF ANN ARBOR FOUNDATION'S EXPECTATION THAT FUNDS WILL BE USED FOR THE STATED PROJECT OR RETURNED TO KIWANIS

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