



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

2025 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 electronically submitted application (please keep the addendum to **no more than three pages**). The link to the Application Form is here: <https://forms.office.com/r/nXb8F2WKY9>

Once a grant application has been initiated it will need to be completed in its entirety. It is not possible to close an application and then resume it at a later time. If you close it, you will lose your work.

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. **Provide detailed budget of project and highlight Total Revenue and Total Expense.**
- 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?
- C. Is this project likely to be sustained beyond the current year and if so, how will funding be sustained?
- D. 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. List of organization's governing body including Treasurer, or CFO.
- B. Organization's Balance Sheet & Income Statement for the most recent fiscal year.
- C. IRS Determination Letter.
- D. IRS Form 990, **page 1 only**; or IRS Form 990-EZ, pgs. 1 & 2.

5. A SUMMARY REPORT IS A REQUIREMENT IN RECEIVING A KIWANIS GRANT

(1 page, with pictures, flyers or other materials created for the project) For example, for a summer project, the report should be submitted no later than September 30, 2025.

Non-receipt of the summary report may impact future Kiwanis grant funding opportunities.

***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 Kids and Our Community

Kiwanis Club of Ann Arbor Foundation, Inc. is a non-profit 501(c)(3) corporation.

www.a2kiwanis.org

734-665-0450