DISTRICT GRANT REPORT REQUIREMENTS

Role and responsibilities of the Children’s Fund district chair:
The submission of a complete and timely grant report is required to participate in this grant program. Districts must strictly adhere to the grant report requirements outlined by the Kiwanis Children’s Fund.

It is the Children’s Fund district chair’s responsibility to ensure grant funds are spent according to the approved grant application; supporting documentation of grant expenses is maintained and available for submission; and a complete grant report is sent to the Children’s Fund by the deadline. Grant reports must be emailed to grants@kiwanis.org no later than September 1, 2017. Scan all of the report documentation into one document or image and attach it to your email.

A complete grant report includes the following three elements:
1. A brief narrative summary of the project describing how your district used the grant award to meet the outcomes identified in your grant application. The following summary is taken from a previously submitted grant report:
   “Our district used the grant to increase awareness of the Kiwanis Children’s Fund. We included two color ads in our convention program (included here) and paid for part of the band at the Governor’s Gala on Saturday night. Signs were prominently displayed letting our members know that Saturday night’s Governor’s Gala was sponsored by the Children’s Fund. We also had a workshop. It was well attended, and it provided information about what the Children’s Fund does and what we can do as members to help the Children’s Fund help others.”

2. A non-audited accounting of how grant funds were spent. An easy accounting format is a simple itemization of project related expenses as shown in the following example. Include the vendor, description of the expense and amount, date and method of payment.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Expense description</th>
<th>Amount paid (TOTAL $3,309)</th>
<th>Date paid</th>
<th>Payment type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hilton Hotel</td>
<td>Food and beverages for honors luncheon</td>
<td>$1,734.52</td>
<td>July 2, 2017</td>
<td>Check</td>
</tr>
<tr>
<td>Markey’s Rental</td>
<td>Audiovisual needs at honors luncheon</td>
<td>$430.12</td>
<td>July 5, 2017</td>
<td>Credit card</td>
</tr>
<tr>
<td>Vistaprint</td>
<td>Printing cost for honors booklet</td>
<td>$374.36</td>
<td>June 10, 2017</td>
<td>Credit card</td>
</tr>
<tr>
<td>University of Michigan</td>
<td>Scholarship award for Jennifer Kiwanian</td>
<td>$700.00</td>
<td>May 2, 2017</td>
<td>Check</td>
</tr>
<tr>
<td>Jennifer Kiwanian</td>
<td>Scholarship award for Key Leader event</td>
<td>$70.00</td>
<td>April 3, 2017</td>
<td>Check</td>
</tr>
</tbody>
</table>
3. Receipts or proof of payment which support your expense accounting. Substantiation of payment is a requirement. An invoice is a request for payment, not proof of a payment. Invoices are never accepted in place of a receipt or proof of payment.

Receipts contain all information needed to support your expense accounting. When receipts are available, no further proof of payment is required. A receipt contains the following required elements:
– Name of vendor
– Transaction date
– Detailed description of goods or services purchased
– Amount paid
– Form of payment used

**For scholarship payments** provide a copy of the official award notification letter sent to the student, and when available, a copy of the cover letter which accompanied the scholarship payment. Samples letters are available on the district recognition page of our website.

When a receipt is not available, proof of payment is required to demonstrate grant-related expenses. Accepted forms of proof of payment are:
– Cleared checks
– Wire transfer confirmations
– Credit card statements

Cleared check – Images of both the front and back of the cleared check are required. Other images cannot be substituted for the actual cleared check and will not be accepted. Conceal the bank routing and account numbers printed on the bottom of the check. Review the endorsement side of the check and conceal any legible numbers. Most cleared checks are available online as scanned images from your bank.

Wire transfer – conceal the swift code or routing number and account numbers of the receiving bank and beneficiary on the wire transfer confirmation page from the bank.

Credit card statement – conceal cardholder address, account number, summary of account information (payment due, balance, etc.) and all other details not relevant to grant-related transactions. If you can still read information through the obliteration, make a copy of the redacted document and submit the copy.

**Cancellation of grant award:**
Failure to submit a complete grant report with firm documentation of expenses by the deadline, or the use of grant funds for unapproved expenses will result in the cancellation of the grant. In the event a grant is cancelled:
– The Children’s Fund has the right to reclaim in entirety all monies paid to the district in connection with the grant, and
– The district is not eligible to apply for funding through this program in the future.