Terms and Conditions for District Grants

The Kiwanis Children’s Fund may modify the terms and conditions of the grant at any time.

I. What we fund

District grants support new or ongoing service projects within at least one of the following Children’s Fund cause areas: health, education and youth leadership development.

All Children’s Fund grant activities must:

- Relate to the mission of the Kiwanis Children’s Fund.
- Include the active participation of Kiwanians.
- Exclude any liability to the Kiwanis Children’s Fund or Kiwanis International beyond the funding amount of the grant.
- Exclusively fund activities that have been reviewed and approved by the Children’s Fund before implementation. Grants may not be used to reimburse districts for activities already completed. Planning for grant activities prior to approval is encouraged, but expenses may not be incurred until the grant is approved. After grant approval, any changes to the original project plan must be pre-approved by the Kiwanis Children’s Fund.

Grants may still be used to provide higher education scholarships or to sponsor attendance at a Kiwanis-family leadership experience. Grant funds can also be used to pay a district pledge to the Kiwanis Children’s Fund or to make a direct donation back to the Children’s Fund. District chairs who are interested in this option should contact the Children’s Fund staff for details.

II. Restrictions

Grants cannot be used to discriminate against any group or to promote a political or religious viewpoint.

In addition, grants cannot fund:

- The establishment of a foundation, permanent trust or long-term interest-bearing account.
• Expenses related to Kiwanis events such as presentations or programs at
district conventions or other major conferences or events within a district.

• Purchase of land or buildings.

• Completed projects or activities for which the expense has already been
incurred.

• Fundraising activities.

• Activities primarily implemented by an organization other than Kiwanis. (A
project’s direct beneficiaries must be children, not another organization or
entity.)

• Public relations initiatives, unless they are an essential part of the project
implementation.

• Project signage.

• Operating, administrative or indirect program expenses of a non-
Kiwanis organization.

• Unrestricted cash donations to a beneficiary or cooperating organization.

• Projects that create a profit.

• Projects deemed unethical by the Kiwanis Children’s Fund, such as medical
experiments.

III. How to apply

To receive a grant from the Kiwanis Children’s Fund, all districts meet
the following minimum criteria:

• Be in good standing with Kiwanis International and the Kiwanis Children’s
Fund.

• Have a Kiwanis Children's Fund district chair representing the district.

• Have a verified bank account in the district's name.

• Have no outstanding requirements from a previous grant.

• Detail how the Children’s Fund will be promoted at the district
convention through presentations and programs that highlight the use of the
district grant, the benefits of giving to the Children’s Fund, and the programs
available through the Children’s Fund.

Application:

Grant application information is sent to Children’s Fund district chairs to
coordinate the program on behalf of their districts. District chairs are responsible
for submitting any documents requested in the grant application (e.g., confirmation of the district’s bank account, a signed IRS Form W-9, etc.) To be considered, complete grant applications must be received no later than March 1.

Note: Districts must have a minimum grant award amount of US$500 to participate in this program.

IV. How grants are funded

Grant awards equal fifteen percent of a district’s total undesignated giving from the previous Kiwanis year. This includes gifts from individuals, clubs and other entities within the district to the Children’s Fund. Grant award amounts are calculated at the beginning of each new Kiwanis year after all gifts have been processed.

V. Payments

Grant funds are paid to North American districts by check sent via postal mail to the address provided in the grant application. Grants outside of North America are typically paid via wire transfer to the district’s verified bank account.

Grant payments must be spent by October 1 each year to close the grant and process the grant report prior to the end of the Kiwanis year.

Note: Unused grant funds must be returned promptly to the Children’s Fund.

VI. Reporting requirements and documentation

District chairs are responsible for reporting the use of grant funds to the Children’s Fund. Grant reports must be submitted by October 1 and must be completed in their entirety for the report to be accepted.

The following reporting requirements apply:

• Districts must report the use of grant funds at their district convention.

• Districts that do not follow the program guidelines or fail to submit required documents are not eligible to participate the following year.

Acceptable reports contain detailed accounts of the project’s implementation, including:

• A description of how the project achieved the objectives outlined in the application.

• The number of children served through the service project or scholarships.

• A description of the participation of the district, as well as any cooperating organizations associated with the project.
• Photos of the children your project benefitted.

• A detailed account of spending for the project, including copies of receipts and bank statements related to grant-funded expenditures.

The Children’s Fund will close the grant once the project is complete and the report is submitted.