

# *Kiwanis Club of Abingdon*

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*Serving the children of the world.*

## **Funding Application Guide**

The Kiwanis Club of Abingdon is an active volunteer organization, performing community service and raising funds for organizations, groups and projects that support and benefit children in our local community.

# INTRODUCTION

Kids need Kiwanis. The Kiwanis Club of Abingdon’s mission is to serve one child and one community at a time. One of the ways we do this is by providing grants to youth serving community organizations.

A grant from the Kiwanis Club of Abingdon can help fill a gap in funding for a service project in your community. The project must address children’s needs in one of the Kiwanis causes, or a combination of those causes:

**Health and nutrition**



**Education and literacy**



**Youth leadership development**



Successful grants support projects that create a lasting impact in a child’s life — one that spans their entire childhood and sets them up for a bright future.

In this guide, we’ll help you determine whether your project is eligible for a club grant and show you how to apply.

Club grants are just one way the Kiwanis Club of Abingdon helps kids.

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# CLUB GRANT REQUIREMENTS

## Your project **MUST**:

- **Fill a need within your community.**
- **Include programming that recurs at least once per year.**
- **Support activities within at least one Kiwanis cause area:** health and nutrition, education and literacy, and/or youth leadership development.
- **Have at least one non-Kiwanis funding partner** to provide monetary donations that will increase the project's viability. Funding partners could include local churches, schools, non-profits or other community organizations.
- **Spend the grant money within 12 months** of when the grant was awarded.



## Your project is IDEAL if:

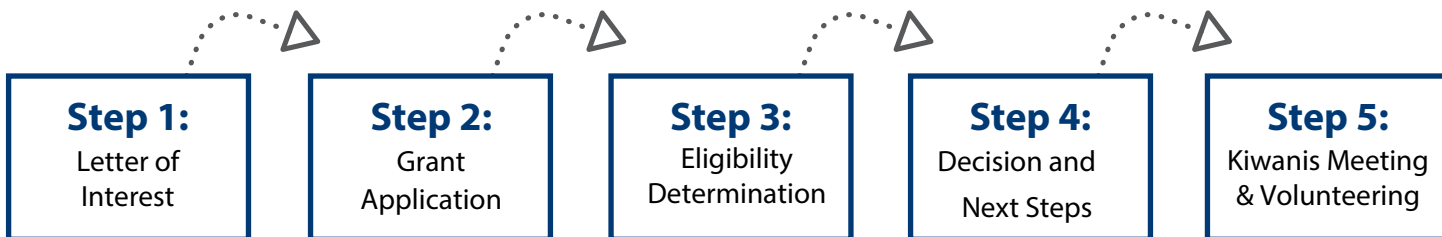
- Your organization can repeat it or maintain it long term.
- It is a one-time event, a sponsorship, a scholarship, a fellowship, a donation to another nonprofit organization or individual assistance.
- It focuses on directly improving kids' (birth to 17 years old) lives and the community around them.
- It makes a significant difference in many lives.
- It helps engage Kiwanis members in community involvement.
- It creates a strong, enduring network of community partners.
- It fills a defined, important need not already being met by another organization in the community. If someone else is already tackling a project you feel strongly about, explore a partnership instead.



## Your project is INELIGIBLE if:

- The grant is intended to establish financial reserves or to fund projects that create a profit.
- It is already completed or is an expense that has been paid, such as a loan or reimbursement.
- The grant is intended to cover operating expenses or salaries of established programs and institutions.
- Funding is more appropriately provided by a local government or institution.
- It is scientific research or a medical study.
- It is a capital construction project or land/building purchase.
- This is your second request and you did not provide volunteers during our major fundraising event, Plumb Alley Day.

# APPLY FOR A CLUB GRANT



## STEP 1: LETTER OF INTEREST

The Letter of Intent (LOI) is a letter, that answers to a series of questions covering your:

- Project overview.
- Timeline.
- Budget.
- Community needs overview.
- Partnerships.
- Plans for long-term sustainability.
- Engagement of Kiwanis members.
- Measurement of goals and impact.

The LOI provides the Kiwanis Club of Abingdon with an overview of how your organization plans to meet a defined, important community need in one or more of the following areas: health and nutrition, education and literacy, and youth leadership development.

## STEP 2: GRANT APPLICATION

Please continue on to the next page to continue filling out more information regarding your project.

Note that applying does not guarantee that you will receive funding.

## STEP 3: ELGIBILITY DETERMINATION

Please make sure to review the grading rubric that is immediately after the grant application to help better assist your Letter of Interest and grant application. The Letter of Interest and grant application provides information that will be essential to making a thoroughly informed decision on your club's request for funding.

***Kiwanis Club of Abingdon***  
Post Office Box 445, Abingdon, VA 24212  
**Application for Funding**

**Organization Information**

Organization name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Federal Tax ID# (if applicable): \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

**Donation Amount Requested:** \$ \_\_\_\_\_

Brief statement of organizations' mission and programs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of how the requested funds will be used: \_\_\_\_\_

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Are you willing to give a presentation at a Kiwanis Club meeting either before or after the completion of the project/activity? \_\_\_\_\_

Did your group volunteer during Plumb Alley Day this year? \_\_\_\_\_

Would your group be willing to volunteer during Plumb Alley Day? \_\_\_\_\_

**Applicant Signature**

\_\_\_\_\_  
Name Title Date



## Evaluation Tool

All funding request applications are reviewed according to the same criteria. Your application will receive one of the following ratings for each criterion on the grid below based on the information provided. Funding recommendations are made based on scores from this evaluation tool.

### **Excellent (4)**

The response is very detailed and comprehensive. Ideas and information are thoughtful, thoroughly developed and fully meet criteria.

### **Good (3)**

The response is specific and complete. Ideas and information are developed but may have minor inconsistencies and/or weaknesses.

### **Acceptable (2)**

The response is adequate. Ideas and information minimally meet the criteria and are not thoroughly developed.

### **Poor (1)**

The response does not provide complete or accurate information. Ideas and information require substantial clarification.

<b>Project Description</b>	<b>Excellent</b>	<b>Good</b>	<b>Acceptable</b>	<b>Poor</b>
	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Clear and concise explanation of the project's purpose, goals, and expected outcomes.</b>				
<b>Provides a detailed timeline of project activities.</b>				
<b>Demonstrates alignment with Kiwanis' mission and objectives.</b>				
<b>Project Budget</b>				
<b>Detailed and realistic budget that accounts for all project expenses.</b>				
<b>Shows a breakdown of costs, including materials, equipment, staffing, and other relevant expenditures.</b>				
<b>Is there commitment to seek funding from outside of Kiwanis Club of Abingdon (unless Kiwanis Club of Abingdon is sole sponsor)</b>				

<b>Need Statement</b>				
Clearly identifies the problem or need the project aims to address.				
Presents relevant data and statistics to support the need statement.				
<b>Partnerships and Collaborations</b>				
Demonstrates collaborations with relevant stakeholders, organizations, or community groups.				
Highlights existing partnerships and how they contribute to the success of the project.				
Shows evidence of community support or demand for the project.				
<b>Sustainability</b>				
Outlines a plan to sustain the project's impact beyond the funding period.				
Demonstrates efforts to secure additional funding or resources.				
Considers long-term viability and potential for ongoing community support.				
<b>Impact</b>				
Describes how the project will benefit the target population or community.				
<b>Scoring</b>				
Total out of 60 possible points:				



Please complete the attached application and include a letter of interest and any supporting documentation (flyers, brochures, programs, pictures, etc.) and submit by email:

info@abingdonkiwanis.org

or by mail to:

Kiwanis Club of Abingdon  
Request for Funding  
Post Office Box 445  
Abingdon, Virginia 24212

Once your organization's application is submitted to the Kiwanis Club of Abingdon, it is reviewed along with all applications submitted in your grant cycle. Final funding decisions are made by the Kiwanis Club of Abingdon Board of Directors.

Note: The awarded grant amount may be less than what was requested.

## STEP 4: DECISION AND NEXT STEPS

Your organization will be notified by phone or email of the Kiwanis Club of Abingdon Board of Director's funding decision.

### If approved:

You will be required to submit a signed Letter of Agreement. If applicable, your club's IRS Form W-9 will be also requested.



Your club will have 12 months to complete the project. Any grant money not used must be returned to the Kiwanis Club of Abingdon.

At the end of the 12-month grant term, you must complete a final report. The report will ask for photos of your project, project outcomes and a copy of receipts/invoices/financial statements for all grant-related expenditures.

## If declined:

The Kiwanis Club of Abingdon welcomes a conversation to discuss why your application was not approved and to provide future tips for success should you choose to apply again.

## STEP 5: KIWANIS MEETING & VOLUNTEERING

You will need to set up a time to speak at one of the Kiwanis Luncheon meetings that is held every first, second, and third Tuesday of each month from 12 pm to 1 pm at Glenrochie Country Club.

The Kiwanis Treasurer will also reach out when we get closer to our largest fundraiser of the year Plumb Alley Day (held every Memorial Day weekend) for volunteers to help work the event.

Note: If volunteers are not provided this can effect any future funding requests from Kiwanis Club of Abingdon.

# GRANT APPLICATION CYCLE

Your **organization** can submit an **LOI and grant application at any time**. Based on date of submission, it will be placed into one of **four grant cycles**. Use the dates below to determine the cycle that best fits your project's timeline.

## GRANT CYCLE 1

### For March 31 funding decisions:

- Letters of Inquiry and application submitted by March 31.
- Will be reviewed in April's Board Meeting.

## GRANT CYCLE 3

### For September 30 funding decisions:

- Letters of Inquiry and application submitted by September 30.
- Will be reviewed in October's Board Meeting.

## GRANT CYCLE 2

### For June 30 funding decisions:

- Letters of Inquiry and application submitted by June 30.
- Will be reviewed in July's Board Meeting.

## GRANT CYCLE 4

### For December 31 funding decisions:

- Letters of Inquiry and application submitted by December 31.
- Will be reviewed in January's Board Meeting.