



## Funding Request Guidelines

The Alamo Kiwanis Club  
Charities

The Alamo Kiwanis Club Charities of San Antonio is accepting proposals from charitable organization wishing to apply for donations from our club. To qualify your organization must

primarily serve children in the Bexar County or surrounding areas. Thank you for applying!

We ask that put your solicitation in the following format and submit it by email or to the address listed on this correspondence. (Email submissions are preferred)

1. A **one-page letter** telling us who you are and why you are seeking our assistance.
2. Your letter needs to state a **specific dollar amount** requested and what you will do with the funds if granted.
3. Attach your IRS **990** tax return.

**If further information is needed, it will be requested.**

Please send your request by **October 31<sup>st</sup>** to:

Alamo Kiwanis Club Charities  
Attention: Youth Services Committee  
7701 Broadway Ste 104 Box 213  
San Antonio, TX 78209  
[akc@alamo-kiwanis.org](mailto:akc@alamo-kiwanis.org)

Thank you for submitting your request. We will consider all requests after the submission deadline. If granted, written notification of an award and funding generally takes place in February. For any questions, please email us.

Sincerely,

*Jamie Martinez*

Executive Director  
Alamo Kiwanis Club