

Kiwanis Club of Streamwood Grants for Schools/Youth Groups

Grant Application Instructions

1. Applications requesting an amount up to \$500.00 will be accepted from elementary schools or youth groups within our service area.
2. The Kiwanis Club of Streamwood is open to all sorts of creative project ideas, but we are particularly partial to ideas that encourage children to become community-minded, service-oriented young citizens.
3. Funds will **not** be granted for:
 - general operating costs;
 - administrative costs;
 - The purchase of books or technical equipment that are considered normal parts of the required curriculum.
 - Clothing, or funding of salaries of any kind.
4. Applications will only be accepted if they are submitted on the application form with any attachments submitted on 8.5x11-inch typed pages.
5. Applications must be submitted by mail and will not be accepted for consideration if:
 - they are emailed;
 - They are postmarked after the March 01, 2019 deadline.
6. Only actual expenses will be reimbursed, and expenses over the amount of the grant will not be funded. Receipts must be submitted at one time together with the one-page project report form and postmarked by May 05, 2019. Reimbursement checks will be mailed within two weeks after Kiwanis receives the project report form and all relevant receipts.
7. Prior to submitting the application, make sure you have:
 - answered all the questions;
 - signed the application;
 - stapled the pages together (if additional pages were used);
 - checked the accuracy of your return address and email (or we will not be able to inform you of your status);
 - Keep a copy of the application for your files.
8. Mail the completed application and supporting materials not later than March 01, 2019, to:

Kiwanis Club of Streamwood
Grants for Schools/Youth Groups
P.O. Box 1011
Streamwood, IL 60107
9. Applications postmarked after March 01, 2019 will not be considered.
10. Decisions will be announced by March 15, 2019. You will receive notification by mail within one week informing you if your school/group has been awarded a grant.
11. Please direct any questions to lindacussen@gmail.com

Kiwanis Club of Streamwood Grants for Youth Groups Program

Grant Application

PLEASE READ THE GRANT APPLICATION INSTRUCTIONS BEFORE YOU BEGIN TO FILL OUT THIS FORM.
(Failure to follow the grant guidelines will eliminate your application from consideration!)

Name of School/Group:
Mailing Address:
City, State, Zip Code:
Email Address:
Contact Person/Title:
Telephone:

1. Briefly describe the population you serve.
2. What is the title of the program for which you are seeking funding? Is this a new program? Yes: ____ No: ____
3. How will this program add to your normal educational activities?
4. Structure of Proposed Program <i>(Describe the curriculum, activities and implementation of program. Use additional pages if necessary.)</i>
5. Describe the following aspects of the program, if applicable. Number of sessions: ____ Length of each session: ____ All in one week: ____ Weekly: ____ Every other week: ____ Monthly: ____ Other: _____
6. How many people do you expect to participate in this program, Children: ____ Staff: ____ Parents: ____ Other: _____
7. Detail the budget for the project including specific items and total costs. GRANTS WILL NOT BE AWARDED FOR THE PURCHASE OF BOOKS, TECHNICAL EQUIPMENT, OR UNIFORMS THAT ARE NORMAL PARTS OF THE REQUIRED CURRICULUM. CLOTHING OF ANY KIND OR FUNDING OF SALARIES IS PROHIBITED. (Please list the total budget on the line below and provide details in an attachment) Materials _____ Cost per unit _____ x Total units _____ = Total Cost \$ _____

If this proposal is accepted I give permission for my final report to be shared with others. My name and the name of my institution will be attached wherever your report is posted.

Signature: _____ **Printed Name:** _____

Date: _____ **Title:** _____

MAIL (postmarked by March 1, 2019) this completed application form and all attachments to:
Kiwanis Club of Streamwood, Grants for Schools Program, P.O. Box 1011, Streamwood, IL 60107