

Greater Kingston Kiwanis Community Service Grant Program

Instructions and Application Process

The Greater Kingston Kiwanis Club through the Greater Kingston Kiwanis Foundation provides grants to community organizations, including non-profits, serving youth and schools within the Greater Kingston area to assist in funding activities consistent with the Kiwanis mission that enrich the lives of children and families in the community. Grants are awarded twice a year following receipt of a written letter of application.

Priority is given to funding programs that support at-risk children and/or those living in poverty. Funds may also be provided for projects or programs that enrich the lives of children and families in the community, such as playground improvements.

Kiwanis does not support fund raisers for a project or program, but will consider donating directly to the project or program. Likewise, Kiwanis does not provide service grant monies for individuals.

Eligibility: To qualify for a Community Service Grant, the organization must be either (1) a not-for-profit 501 (c) (3) organization or (2) an accredited school located in the Greater Kingston area or which serves residents of the Greater Kingston area or (3) an other community-based organization serving youth in the Greater Kingston area.

Timeline: Applications are accepted throughout the year but grant awards are normally made twice annually (in June and December) following approval by the Kiwanis Board of Directors. If you have an urgent need that cannot wait for the normal funding cycle, please be sure to specify your timeline in your application cover letter. Applications must be received by the 15th of May to be considered for June funding and the 15th of November for December funding.

Procedure: Community Service Grant applicants requesting \$100 or more must complete and submit a grant application prior to receipt of funds. The application or cover letter must include a description of the organization and its mission, an explanation of the funding request and a timeline for use of the requested funds. For requests of less than \$100, a single letter may take the place of the formal application so long as the letter contains sufficient information for the Board to determine whether Kiwanis priorities are met.

Applicants are expected to supply a short, written report on how the funds were used within 60 days of completion of the project. If appropriate, Kiwanis would welcome a presentation of the completed project at one of our meetings.

The Kiwanis Board will review all applications. Decisions for funding are made at the sole discretion of the Board. If desired, an applicant and/or Kiwanis sponsor may speak to the Board on behalf of the request at the meeting scheduled to consider the request.

For questions, contact: KiwanisGreaterKingston@gmail.com