

8360 Red Oak Street, Suite 201 • Rancho Cucamonga, CA 91730

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PEDIATRIC TRAUMA PREVENTION GRANT PROGRAMS

As part of our major focus, the Cal-Nev-Ha Children's Fund provides Pediatric Trauma Prevention (PTP) grants to assist Kiwanis clubs and divisions and Service Leadership Programs (SLP) clubs in financing new service projects which address pediatric trauma and injury prevention. **Grants will be given for service projects which seek to prevent and/or treat pediatric trauma – defined as sudden, unintentional physical injury.**

New projects are defined as projects conducted for the first time by the Kiwanis club, SLP club or Kiwanis division applying for the grant. When the service project is part of a larger event or community-wide project, the Cal-Nev-Ha Children's Fund must know what portion of the event/project is the Kiwanis club project.

All grant-funded projects benefit from a strong commitment from the club, demonstrated through significant financial and volunteer support. To qualify for a grant, the Cal-Nev-Ha Children's Fund requires club service hours be committed to the project. Further, for Kiwanis clubs and Kiwanis divisions, club/division funds must be spent on the project.

PTP grants may be awarded as follows:

- a single Kiwanis club (100% of club's total monetary contribution for the project's start-up funds, up to \$2,000 per project);
- a single SLP club (start-up funds, up to \$500 per project);
- two or more clubs Kiwanis clubs working together on a single project (100% of club's total monetary contribution for the project's start-up funds, up to \$5,000 per project); or
- a single Kiwanis division in which all clubs in the division are working together on the project (100% of club's total monetary contribution for the project's start-up funds, up to \$5,000 per project).

The Cal-Nev-Ha Children's Fund Board of Directors established these maximums to ensure an optimum number of grants are available each year.

To apply for a PTP grant, the following items are required:

1. A completed **PTP Grant Application**;
2. A **project budget** which shall include all sources of funding, including funds committed by the club, "in-kind" donations and any other sources of outside funding. The Cal-Nev-Ha Children's Fund considers "in-kind" donations to be donations of materials, labor, and/or discounted merchandise as part of the total project budget. Grants or financial contributions from outside agencies are considered "other sources of outside funding" and not "in-kind" donations;
3. A copy of the club's current year **Community Service Budget** (*SLP clubs are exempt from this requirement; division and multi-club grants require a copy of each participating clubs' community service budget*).

Please note the following:

1. Incomplete applications will not be considered and will be returned to the contact person;
2. Completed grant applications should be submitted at least 30 days before the project start date. If application is submitted later, please include an explanation for consideration by the grant committee. Applications received more than 30 days after the project completion date will not be considered;
3. Application processing time is approximately four (4) weeks;
4. Grant funding is limited to one award per project;
5. If your project is a fundraiser, it is ineligible for grant funds;
6. To qualify for a grant, the Cal-Nev-Ha Children's Fund requires club service hours be committed to the project and club funds are spent on the project (Note: SLP clubs are exempt from the financial requirement);
7. To help increase the visibility of the Cal-Nev-Ha Children's Fund, you and your club agree to include an acknowledgement on all printed promotional materials, newsletter articles, Website posts, media releases, etc. If posting to social media, be sure to tag @Kiwanis Cal-Nev-Ha Foundation or mention www.facebook.com/CNHFoundation on your Facebook page.
8. If your grant is approved, you and your club/division agree to furnish the Cal-Nev-Ha Children's Fund with a follow-up grant report and funds expenditure report within 30 days of your service project. As part of your follow up report, we request photos, and if available, video clips and other data that would best convey how your grant was used and how providing this funding recognized the Kiwanis family. **Should your club/division fail to submit the year-end grant report and the financial expenditures report as required, your club/division will become ineligible to receive future grant funding from the Cal-Nev-Ha Children's Fund.**



CAL-NEV-HA CHILDREN'S FUND PEDIATRIC TRAUMA PREVENTION GRANT APPLICATION



Applications may be submitted at any time during the year.
Please allow at least 4 weeks processing time.

Step One -

Please indicate who is requesting this grant (please select only one checkbox)

Please include the EIN of the organization who shall receive the grant funds, i.e., Kiwanis club or Foundation or the SLP club or school. Please note the EIN is being obtained due to IRS regulations.

- Kiwanis Club of _____ EIN: _____
- Circle K Club of _____ EIN: _____
- Key Club of _____ EIN: _____
- KIWIN'S Club of _____ EIN: _____
- Kiwanis Division # _____ OR Kiwanis Clubs (two or more clubs)

If this is a Kiwanis division-wide project or a multi-club project, please indicate the primary Kiwanis club for this project? _____ EIN: _____

If this is a Kiwanis division-wide project or a multi-club project, please provide the name of the club president and his/her email address: _____

If this is a Kiwanis division-side or multi-club project, please list the other clubs participating in this service project and secure the signature of each club president (including SLP clubs if applicable):

_____	_____
_____	_____
_____	_____
_____	_____

Step Two -

If this is NOT a Kiwanis division-wide project or a multi-club project, please complete the following:

Club President: _____ E-mail: _____

Signature of Club President*: _____ Date: _____

**If this is a Kiwanis Division grant, the application must be signed and submitted by the Lt. Governor*

Contact Name: _____ E-mail: _____

Club's Mailing Address: _____

City/State/Zip: _____

Phone: (B) _____ (C) _____ (R) _____

If this application is being submitted by an SLP club, please complete the following:

Sponsoring Kiwanis Club: _____

Kiwanis Club President: _____ Daytime Phone: _____

Signature of Kiwanis Club President: _____ Date: _____

Step Three

For all grant applications, please answer the following questions in the space provided; if more space is required, please attach additional page(s).

1. Amount being requested: _____ Total project cost: _____
2. Date when funds are needed: _____
3. Please provide a one (1) sentence summary of your service project.

4. Please provide a full description of your service project (i.e., who, what, when, where and why).

5. Please list any previous grant awards (year and amount) you have received from the Cal-Nev-Ha Children's Fund:

6. Were the required year-end grant report and financial expenditures report submitted for all previous grants received? *(This will be verified)* Yes No N/A *(Select N/A if you've never received a grant from the CNH Children's Fund.)*
7. Is this service project a "fundraiser"? Yes No *Please note: if this is a fundraiser, it is ineligible for grant funds.*
8. Is this a new service project for your club/division? Yes No
9. Has this service project been approved by your club's Board of Directors? ** Yes No
*** Note: Division projects must be approved by all clubs within the division; multi-club projects must be approved by all participating clubs.*
10. Estimate of club service hours committed to this service project: _____
11. Describe your club's involvement in this project, including your financial contribution and volunteer time contributed by your members. If a division-wide or multi-club project, clearly indicate each club's financial and volunteer participation in the service project.

12. Describe the “target audience” of the service project. Is the project designed to benefit young children, youth or the general community?

13. Describe the benefit of your service project to your community.

14. Describe the long-range feasibility of this service project. Is this a “one-time” project or will it continue?

Step Four

Submit completed application and supporting documents to foundation@cnhkiwanis.org or via mail to:

Cal-Nev-Ha Children’s Fund, 8360 Red Oak Street, Suite 201, Rancho Cucamonga, CA 91730

APPLICATION CHECKLIST

Be sure to include the following items with this application:

- 1. A **project budget** which shall include all sources of funding, including funds committed by the club, “in-kind” donations and any other sources of outside funding. The Cal-Nev-Ha Children’s Fund considers “in-kind” donations to be donations of materials, labor, and/or discounted merchandise as part of the total project budget. Grants or financial contributions from outside agencies are considered “other sources of outside funding” and not “in-kind” donations;
- 2. A copy of your club’s current year **Community Service Budget** (*SLP clubs are exempt from this requirement; division and multi-club grants require a copy of each participating clubs’ community service budget*);
- 3. Supporting documentation or materials.