



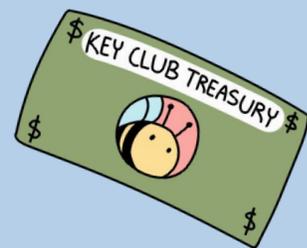
*a* **GUIDE** *to*

**GRANTS**

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# WHAT ARE *grants* ?

- FREE funds for **SERVICE PROJECTS**
- There are a variety of grants available to the different branches of the Kiwanis Family
- There are **3** grants specific to KIWIN'S and Key Club: Youth Opportunities Fund (YOF), CNH Mental Health, and PTP
- For **individual** Key Club/KIWIN'S Clubs
  - Divisions CANNOT apply

# YOF GRANTS

The Youth Opportunities Fund (YOF) grant is available for Key Clubs in good standing to apply for financial support for service projects. It is funded by the Kiwanis Children's Fund.

## *need to know*

**First Cycle Deadline: October 15th**

**Second Cycle Deadline: March 1st**

- Anywhere between US **\$250** and **\$2,000** may be requested
- Applications available 1-2 months before the application deadline
- There are two cycles to apply
- Applications are reviewed by a Key Club International Board committee
- A club cannot receive more than one YOF grant per year
- The club must be in good standing
  - **The previous term's dues must have been paid**
- YOF Grant Report Form due at the end of grant cycle to qualify for future funding

# YOF GRANTS *the project*

## REQUIREMENTS

1. Have Key Club member engagement
2. Fill a need within your community
3. Determine that need by completing a community needs assessment
4. Support activities within at least one Children's Fund cause area: health, education, or youth leadership development
5. Spend money within 12 months of when grant was awarded

## POSSIBLE PROJECTS

- Build and decorate a new shelf for your local library/host a book drive
- Make "care kits" with shampoo, toothbrushes, combs, etc. to donate to a homeless shelter
- Buy or make food to deliver to a local soup kitchen
- Build a community garden
- Host a leadership training event for a local Builders Club

## PROJECTS THAT TEND TO RECEIVE GRANTS

- Those who ask for modest funding/only a fragment of the total cost of the service project
- Clubs who collaborate with other organizations/Kiwanis branches to plan and host a service project



# YOF GRANTS *applying*

\*\*Varying dates accounts for the 2 different cycles

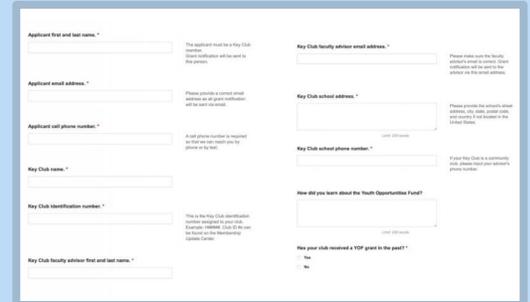
Explore + Brainstorm	September 1st-20th OR January 16th-February 6th	Learn about the YOF Grant and create an elaborate plan on how you will use these funds <ul style="list-style-type: none"> <li>• Ask for help from officers</li> </ul>
Start Application	BEFORE September 30th OR February 16th	Set up an Account, look over the application, and begin
Revise + Complete	October 10th OR February 24th	Aim to finish revisions 5 days before the due date. Make sure the application is COMPLETE, or else it will be disqualified
Turn In	October 14th OR April 30th	Turn in AT LEAST one day early in case there are any technical difficulties

**APPLY HERE!**

contact [yof@kiwanis.org](mailto:yof@kiwanis.org)  
with any questions!

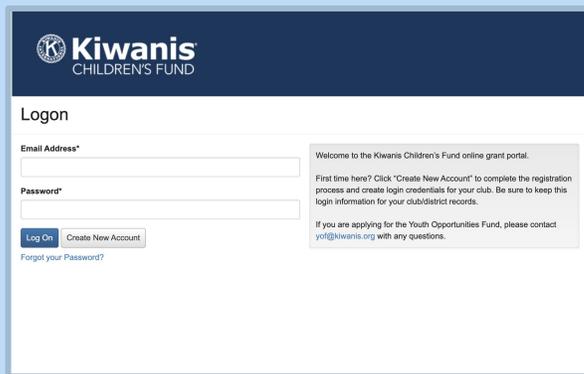
# YOF GRANTS

## step by step



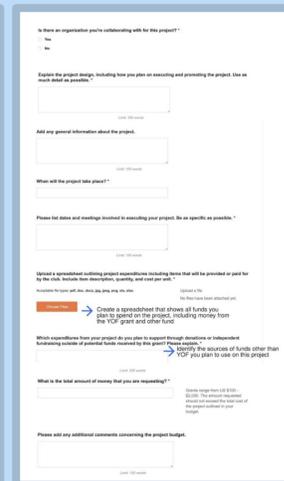
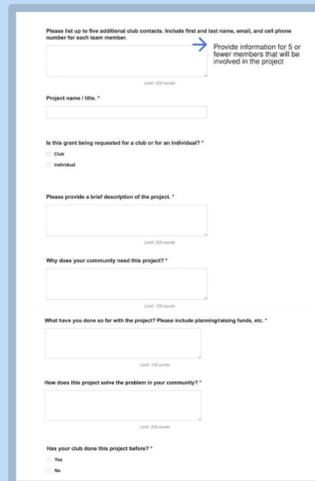
### Step #3: General Information

\*\*Some of this info comes from the MUC



### Step #1: Create an Account

### Step #2: Click Apply

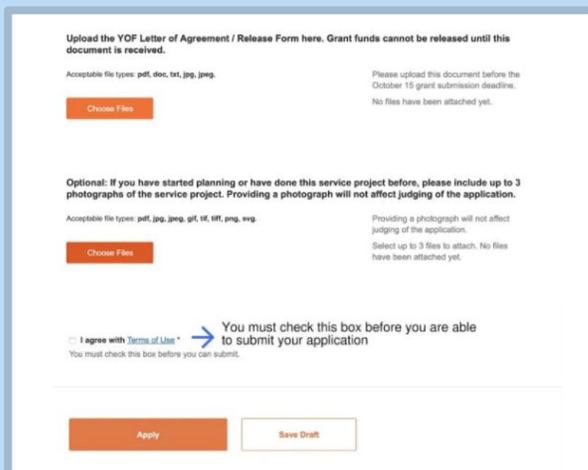


### Step #4: Describe Your Project

\*\*Include as much detail as possible without going over the word limit

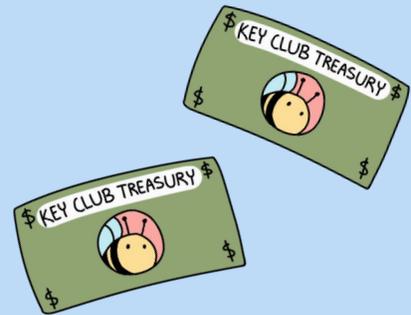
### Step #5: Submit!

- Upload the completed YOF Letter of Agreement/ Release Form
- Review your entire application with AT LEAST ONE adult advisor
- If you need more time to finish the application, click "**save draft**" to continue another time



# YOF GRANTS

*after applying*



Grant applicants are emailed about outcomes and a list of grant recipients is posted online **FOUR** weeks following the application deadline (November OR April)

*if you received a grant*

- You must spend the grant money within 12 months (1 year) of when the grant was awarded
- A YOF Final Grant Report is due at the end of the grant cycle to qualify a club for future funding

# PTP GRANTS

The Pediatric Trauma Program (PTP) grant is available for Service Leadership Program (SLP) clubs to finance new service projects that address pediatric trauma and injury prevention. It is funded by the CNH Children's Fund.

## *need to know*

**Applications are available year-round and may be submitted any time throughout the year.**

- Up to US **\$500** may be requested
- The application must be completed and submitted **AT LEAST 30 days** before the project start date
- Fundraisers are ineligible to receive a grant
- One award per project

# PTP GRANTS

## *requirements*

- Only individual Key Clubs are eligible to apply; grants are not endowed to divisions or districts
- Club service hours must be committed to the project
- Your project must be centered around pediatric trauma and injury prevention
  - Pediatric trauma: sudden and unintentional physical injury
- Must be a NEW project
- Promotional material must credit Cal-Nev-Ha Children's fund and social media must tag @KiwanisCal-Nev-Ha

## POSSIBLE PROJECTS

- Create educational safety resources for children (playground posters to donate to schools or hang in public parks)
- Decorate and donate children's helmets

**\*\*GO TO PAGE 14  
FOR HOW TO  
APPLY\*\***



# MENTAL HEALTH GRANT

The First Family Focus (aka Mental Health) grant provides Kiwanis Family clubs with the funds for projects that are dedicated to the growing of healthy hearts and minds. It is funded by the CNH Children's Fund.

## *need to know*

**Applications are available year-round and may be submitted any time throughout the year.**

- Up to US **\$250** may be requested
- The application must be completed and submitted AT LEAST 30 days before the project start date
- Fundraisers are ineligible to receive a grant

# MENTAL HEALTH GRANT

## *requirements*

1. Complete First Family Focus Application
2. Only individual Key Clubs are eligible to apply; grants are not endowed to divisions or districts
3. Club service hours must be committed to the project
4. Centered around preventing and/or treating mental health issues in children
5. Create a project budget displaying all sources of funding
6. Copy of club's current years Board minutes approving budget

## POSSIBLE PROJECTS

- Support your local libraries in creating safe spaces for mental health knowledge and an increase of accessibility to resources
- Partner with your school to work with mental health counselors/psychologists and ensure school-wide mental health support
- Host a mental health awareness fair in your community to decrease mental health stigmas
- Host a therapy dog event for your school/community

# MENTAL HEALTH AND PTP GRANTS *applying*

\*\*The application process is the same for both grants

Formulate an Idea	Create and plan the service project, making sure to adhere to the project requirements for each grant. Start planning ~2 months ahead of when the project will occur.
Propose a Project Budget	List all sources of funding needed for the proposed project
Set a Start Date	The project needs to take place AT LEAST 30 days after you plan to submit the application.
Complete and Turn-In the Application	Mail to <b>Cal-Nev-Ha Children's Fund, 8360 Red Oak Street, Suit 201, Rancho Cucamonga, CA 91730</b> OR email to <a href="mailto:foundation@cnhkiwanis.org">foundation@cnhkiwanis.org</a>

**APPLY [HERE](#) FOR A  
MENTAL HEALTH GRANT!**

**APPLY [HERE](#) FOR A  
PTP GRANT!**

# MENTAL HEALTH AND PTP GRANTS *step by step*

**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 #1: Specify Who is Requesting the Grant

- Check only ONE of the boxes
- Include the **EIN** (Employer Identification Number a.k.a. Federal Tax ID) of the organization who will receive the grant funds.
- If other clubs are participating, list them + get each president's signature

## Step #2: Fill out the Grey Box

- Because Key Club is an SLP club, you will fill out ONLY the grey box in this section

**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 LI 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: \_\_\_\_\_

# MENTAL HEALTH AND PTP GRANTS *step by step*

## Step #3: Describe your Project

- Be specific and show that your project is well-thought out
- Relate your project back to the focus of the grant
- Be honest! False information will lead to an automatic disqualification

**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 have 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.

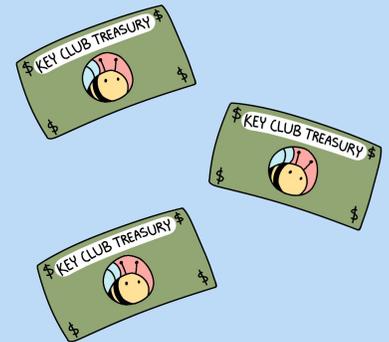
## Step Four

Submit completed application and supporting documents to [foundation@cnhkiwanis.org](mailto: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.



## Step #4: Submit

- Mail to  
**Cal-Nev-Ha Children's Fund, 8360 Red Oak Street, Suite 201, Rancho Cucamonga, CA 91730**  
OR
- Email to [foundation@cnhkiwanis.org](mailto:foundation@cnhkiwanis.org)



# MENTAL HEALTH AND PTP GRANTS

## *after applying*

Make note that it can take up to 4 weeks for your application to be processed

## *if you received a grant*

You must submit a follow-up grant report and funds expenditure report within 30 days after your service project in order to be eligible for future funding

# OTHER *financial aid* OPPORTUNITIES

- **Contact your Sponsoring Kiwanis Club**
- **Ask for sponsorship letters/donations from individuals!**

\*\*Make sure to always explain what the money will be used for

\*\*Be humble and polite when asking for money

\*\*If you are asking someone unfamiliar with Key Club, make sure to specify our goals and work as a community service organization

# TIPS *and* TRICKS

- **BEE creative**
- For the application: it is better to fill it out than to leave it blank!
- Brainstorm in advance + do not procrastinate!!
- Include lots of **details and specifics**; you should communicate a clear vision and purpose



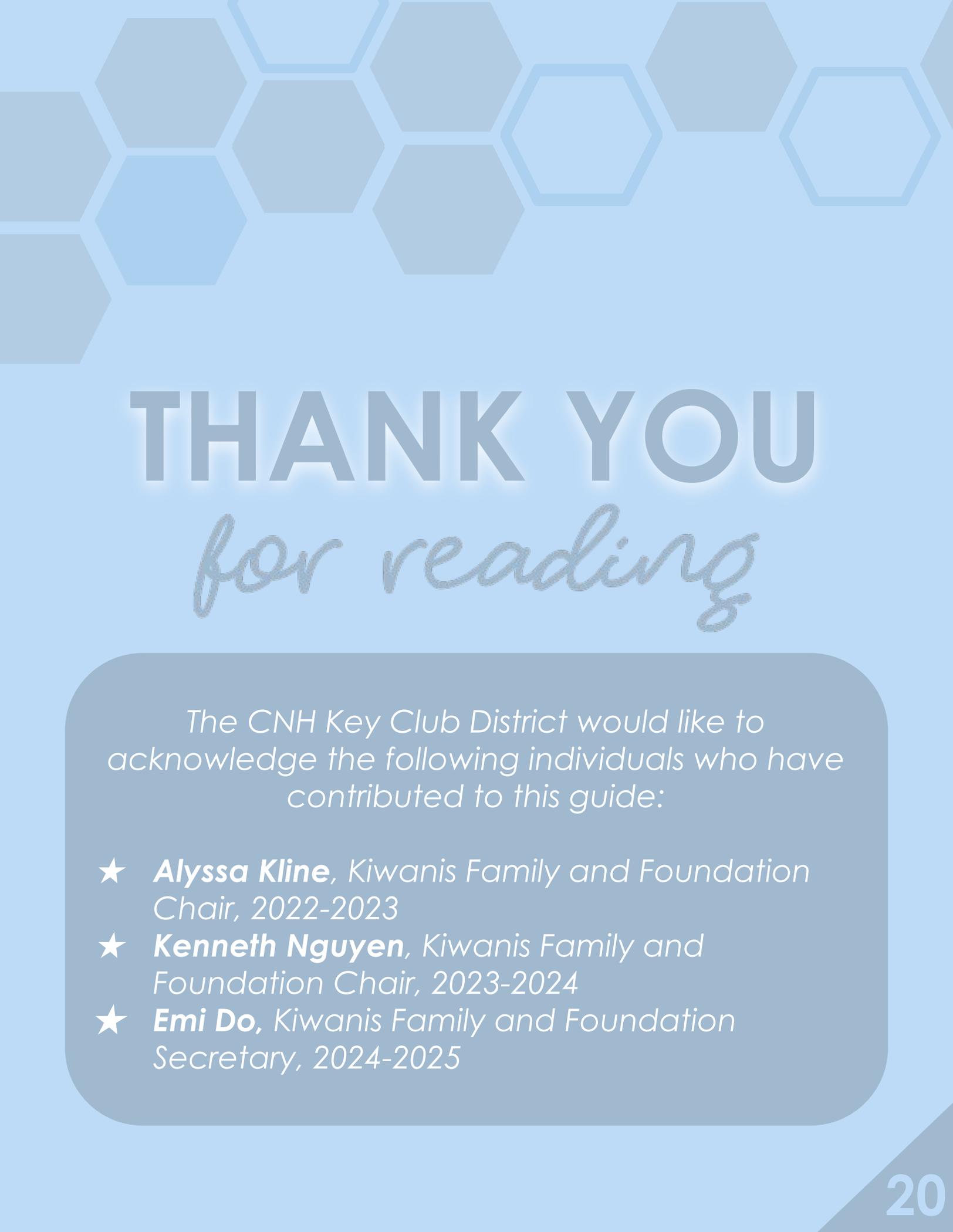
- Follow directions
- **Ask for help** from your club officers, advisor, and/or your Division's DLT with the application process
- Make sure to double check your application

# CONTACTS

- KIWANIS CHILDREN'S FUND  
[scholarships@kiwanis.org](mailto:scholarships@kiwanis.org)  
1-800-KIWANIS, ext. 225 (U.S. and Canada)
- KFF CHAIR Leya Wu  
[kff.chair@cnhkeyclub.org](mailto:kff.chair@cnhkeyclub.org)
- MORE INFORMATION  
[kiwanis.org](http://kiwanis.org)  
[cnhfoundation.org](http://cnhfoundation.org)  
[cnhkeyclub.org](http://cnhkeyclub.org)



Also reach out to your respective  
Lieutenant Governor if you have any  
questions!



# THANK YOU

*for reading*

*The CNH Key Club District would like to acknowledge the following individuals who have contributed to this guide:*

- ★ **Alyssa Kline**, *Kiwanis Family and Foundation Chair, 2022-2023*
- ★ **Kenneth Nguyen**, *Kiwanis Family and Foundation Chair, 2023-2024*
- ★ **Emi Do**, *Kiwanis Family and Foundation Secretary, 2024-2025*