

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

Office: 909-736-1707 Fax: 909-989-7779 Email: foundation@cnhkiwanis.org

FIRST FAMILY FOCUS

The First Family Focus grant program, in partnership with the Cal-Nev-Ha Children's Fund, will provide grants to assist Kiwanis clubs and Service Leadership Programs (SLP) clubs in financing service projects which address mental health education programs, as well as prevention. **Grants will be given for service projects which seek to prevent and/or treat mental health issues in children.**

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 Kiwanis and SLP clubs to commit service hours to the project. Additionally, Kiwanis clubs must also invest club funds on the service project.

First Family Focus 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 \$500 per project);
- a single SLP club (start-up funds, up to \$250 per project);

The First Family Focus committee established these maximums to ensure an optimum number of grants are available this year.

To apply for a First Family Focus grant, the following items are required:

1. A completed **First Family Focus 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** or Board Minutes Approving the Project budget (*SLP clubs are exempt from this requirement*)

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. To qualify for a grant, the First Family Focus committee and the Cal-Nev-Ha Children's Fund requires club funds to be spent on the project (Note: SLP clubs are exempt from the financial requirement);
6. To help increase the visibility of the First Family Focus and the Cal-Nev-Ha Children's Fund, you and your club agree to include whenever possible an acknowledgement on all printed promotional materials, newsletter articles, Website posts, media releases, etc. If posting to social media, be sure to tag @First Family Focus and @Kiwanis Cal-Nev-Ha Foundation or mention www.facebook.com/CNHFoundation on your Facebook page.
7. If your grant is approved, you and your club 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 and the First Family Focus.



CAL-NEV-HA CHILDREN'S FUND FIRST FAMILY FOCUS 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 club foundation. Please note SLP grant checks will be sent to the sponsoring Kiwanis club to be disbursed. 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: _____

Step Two -

Please complete the following:

Club President: _____ Email: _____

Signature of Club President: _____ Date: _____

Contact Name: _____ Email: _____

Contact's 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: _____ Date: _____

Kiwanis Club President: _____ Signature: _____

Daytime Phone: _____ Email: _____

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 mental health service project.

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

5. Has this mental health service project been approved by your club's Board of Directors? ** Yes No
6. Estimate of club service hours committed to this mental health service project: _____

8. Describe the "target audience" of this mental health service project. Is the project designed to benefit young children, youth or teens?

9. Describe the benefit of your mental health service project to your community.

10. Describe the long-range feasibility of this mental health service project. Is this a “one-time” project or will it continue beyond this year?

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.*)
- 3. Supporting documentation or materials.