



# CNH | KEY CLUB

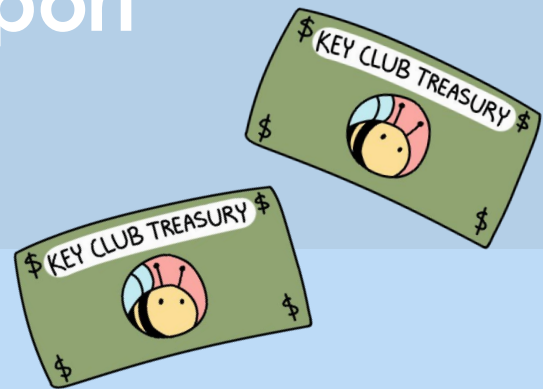


# *a* GUIDE *to* **GRANTS**



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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
  - The grants included in this guide are specific to KIWIN'S and Key Club
- For **individual** Key Club/KIWIN'S Clubs
  - Divisions CANNOT apply



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## YOF GRANTS

The Youth Opportunities Fund (YOF) grant is available for Key Clubs in good standing to apply for a 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



## YOF GRANTS *requirements*

- Only **individual Key Clubs** are eligible to apply; grants are not endowed to divisions or districts.
- 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**

## THE PROJECT MUST...

1. Have Key Club member engagement
2. Fill a need within your community
  - a. Determine that need by completing a community needs assessment
3. Support activities within at least one Children's Fund cause area: health, education, or youth leadership development



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## YOF GRANTS *the project*

### 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 Builder’s 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



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## YOF GRANTS *applying*

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

|                         |   |   |
|-------------------------|---|---|
| Explore +<br>Brainstorm | September 1st-20th<br>OR<br>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<br>Application    | BEFORE September 30th<br>OR<br>February 16th          | Set up an Account, look over the application, and begin   |
| Revise +<br>Complete    | October 10th<br>OR<br>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<br>OR<br>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!**



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## 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

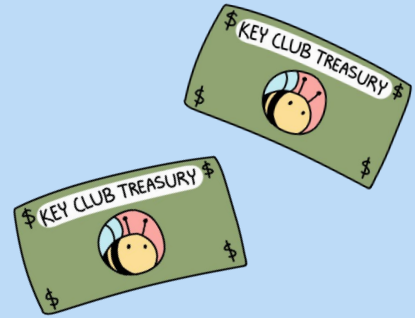




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## YOF GRANTS

*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



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## 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

## 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\*\***



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## MENTAL HEALTH GRANTS

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 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
- Centered around preventing and/or treating mental health issues in children

### 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



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## 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><br>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!**



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## 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 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: \_\_\_\_\_

### Step #1: Fill out the Grey Box

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





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## MENTAL HEALTH AND PTP GRANTS *step by step*

**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 club/division 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 #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 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 club's community service budget);
- ☐ 3. Supporting documentation or materials.

### Step #4: Submit

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





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## 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

- Be **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



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*thank you*