



## Kiwanis Foundation of New England Grant Program

### Request for Proposals (revised 10-20-2015)

The Kiwanis Foundation of New England (KFNE) has as its essential mission “Changing the world one child and one community at a time”. KFNE has a long history of providing a variety of programs and community service projects that benefit the youth of New England.

#### Request for Proposal Guidelines

1. Individuals or organizations will submit a three-page (maximum) proposal and a copy of the IRS 501(c)(3) non-profit determination (organizations only).
2. The greatest consideration/weight will be given to those proposals that benefit the largest number of children.
3. Additional weight will be assigned to those requests that are original in nature (i.e. a dream or something the writer/submitter has always wanted to do but was restricted due to financial constraints) vs. those that are for supplies or basic materials.
4. Extra weight will be also be assigned to those projects/programs where matching funds would be used to leverage the grant that would be received.
5. Once all proposals have been reviewed, ranked and rated by the KFNE Committee, individuals/organizations may be requested to submit additional information and/or other such materials deemed necessary by the committee to give the proposal full and complete consideration.
6. The Committee will recommends to the KFNE board those proposals at the scheduled board meetings for awarding subject to funds available. Requests ideally would be no more than \$1,000.
7. The committee will bring to the KFNE Board meeting three times a year for approval of the awards

<b>Deadline for submission</b>	<b>KFNE Board meeting</b>
March 15th	April
August 1st	August Convention ( and make the awards at convention)
November 1st	Fall Conference ( and make the awards at conference)



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Proposal Cover Sheet

Organization Name	_____
Organization Contact	_____
Address	_____ _____
Telephone:    Work	_____
Home	_____
Amount Requested	_____
Total Amount of Project	_____
Amount in savings for project	_____
Date Submitted	_____

Please email a copy of the cover sheet and proposal to:

**Grants@KFNE.org**



## **Section A**

Please describe the event/project/program by providing the information requested below. All applications must be limited to a maximum of three (3) pages. Please attach your description to the **Proposal Cover Sheet**.

1. Please briefly describe your organization and its mission.
2. Please state the goal of the event/project.
3. Please describe the event/project and the type of activities that will be included. Please be as comprehensive as possible.
4. Please list the schedule of the event/project (i.e. month/day(s), time of day, location).
5. Please provide an estimate of the number of individuals who will directly benefit from this event/project. Please provide a brief explanation as to how you determined this number.
6. Please indicate if you would be using the Foundation funds as matching funds to resources presently in place to bring your event/project to completion.
7. Please provide any additional information you feel will be useful in our evaluation of your application, including any previous experience with overseeing or conducting a similar type of activity.
8. If applicable, please provide a budget/promotion/marketing plan for your event/project, and indicate how this project was made possible through the KFNE.

## **Section B**

1. Applications will be received any time during the year. All information requested in Section A above must be provided for the application to be considered.
2. No single organization is eligible to receive more than one KFNE Grant award in a three year period.
3. A minimum of eight (8) 4"x 6" non-returnable color photos capturing the event/project in various phases must be submitted to KFNE along with a summary at the completion of the project.
4. Please feel free to contact a member of the committee with any questions regarding your grant application.