



Kiwaniis[®]

FOUNDATION
OF EASTON, PA, INC.

The Kiwanis Foundation of Easton's priority is serving children and youth of the Easton Area

GRANT SUMMARY REQUEST FORM

Organization's name: _____

Contact person's name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Organization web address: _____

Year organization was established: _____ Are you a 501(C)3: _____

Organization's mission: _____

Amount of request: _____ Date needed: _____

General description of project, services, and/or capital expenditures (**Summary** only – Enter full description on “Proposal Narrative”): _____

Specific purpose of the funds (**Summary** only – Enter details on “Proposal Narrative”): _____

How many children/youth will benefit: _____

Where will funds be deployed: _____

Time period when funds will be utilized: _____

Would this Foundation grant constitute the sole project funding? _____

- If the Foundation cannot fund your request in its entirety, can your project proceed with the reduced grant amount? _____
- If yes, how will reduced funding affect the project? _____

Project Budget—on a separate page, provide 1) the project's detailed budget, and 2) indicate all funding sources and their line items.

For our general information:

- Would you be willing to do a presentation to the Easton Kiwanis Club: _____
- Would you, or a member of your organization or board, consider membership in the Kiwanis Club of Easton to *share your expertise with children's programs and services*? _____

Printed name: _____ Date: _____

Signature: _____

Return fully completed documents to:

Barbara Walters, Vice President
Kiwanis Foundation of Easton
1046 Resolution Dr.
Bethlehem, PA 18017-7720
Email: harabrab@vectored.com

Be sure to include:

- **Cover Letter**
- **Grant Summary Request Form**
- **Proposal Narrative**
- **Budget**

**Kiwanis is a global organization of volunteers dedicated to improving the world
one child and one community at a time.**

Easton Kiwanis Confidentiality Policy:

Information in grant applications is received with the understanding that the information will be used for evaluation of the application in pursuit of a grant and may contain material that the applicant considers to be proprietary and confidential. Therefore, grant applications are subject to a duty of confidentiality and are available only to those who are officially designated to participate in the review process and have a genuine "need to know" the contents of the application. If a grant is awarded, information about the amount of the grant and the grant's goals and programs may be used for publicity

Proposal Narrative

I. Organization's History (Skip if we've provided a grant to you in the last 5 years and there are no substantive changes)

II. Organization's Current Goals and Objectives (short-term and/or long-term)

III. Programs and Services (briefly describe your organization's current programs and services)

IV. Organizational Structure (board, staff, volunteers) (Skip if we've provided a grant to you in the last 5 years and there are no substantive changes)

V. Description of Program/Project

- Full description of program/project, including specific issues it will address
- How will this grant strengthen the organization, address the issues, make improvements, or achieve success for the identified goals?
- Describe specific 2022 implementation activities, action plans, and service delivery details including timeline.

VI. Evaluation

- What anticipated outcomes will you measure? How often will you measure them?
- How will you know if you are successful (e.g. are norms available for comparison?)
- We require that evaluation data be submitted to the Foundation at the end of the project or in 12 months, whichever is earlier. Can you comply with this requirement?

VI. Budget (Please include both items)

- Organizational budget showing how this proposal fits within the overall structure of your organization
- Detailed project budget Including additional funding sources and their line items