



**PACIFIC NORTHWEST KIWANIS FOUNDATION**

*A legacy of service to the children and youth of the Pacific Northwest*

Mailing Address: P.O. Box 747, Beaverton OR 97075 USA • Fax: (503) 644-3600

**GRANT REQUEST**

**IMPORTANT: See reverse side for purpose of the Foundation and a list of items that must be included with this request.**

Date of Request (MM/DD/YYYY): \_\_\_\_\_  
Program Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Organization Represented: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province/State: \_\_\_\_\_  
Benefits expected from this grant: \_\_\_\_\_

Number and age range of persons that will directly benefit: \_\_\_\_\_

Date funds needed: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_ Cdn/USD The % of the total cost that this amount represents: \_\_\_\_\_ %

Would a lesser amount serve a viable need? \_\_\_\_\_

What other funds have been applied for, received, or are available for this program? \_\_\_\_\_

Which Kiwanis club has endorsed this request? \_\_\_\_\_ (enclose endorsement letter)

If this request is favourably acted upon, to whom should the check be made and where should it be mailed?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_

Postal/ZipCode: \_\_\_\_\_ Delivery comments: \_\_\_\_\_

OFFICE USE ONLY

| FOUNDATION BOARD ACTION | APPROVED:      | Amount: _____ | CDN/USD                           |
|-------------------------|----------------|---------------|-----------------------------------|
| Tabled Until: _____     | <b>DENIED:</b> | _____         | Does not fit Foundation criteria. |
| Decision Date: _____    |                | _____         | No Kiwanis club endorsement.      |
|                         |                | _____         | Insufficient funds at this time.  |

## MATERIALS THAT MUST BE INCLUDED WITH THIS GRANT APPLICATION

1. A one-page outline detailing highlights of the program including the number and age range of persons to be served and specifically how the funds would be used.
2. A statement of how the Foundation will be given recognition for making a grant and how the Foundation name will be used or identified.
3. A letter of support from the local Kiwanis club.
4. Any other material or information pertinent to this grant request.

## KEY DATES

The Board of the PNW Kiwanis Foundation meets at least three times per year. For submissions to be considered, they need to be received at least **six weeks** before the board meeting. The following is a general guideline, but please note that the timing of board meetings are subject to change. Contact the Foundation to confirm the timing of the next board meeting.

- March Board meeting: Submissions should be received by January 1<sup>st</sup>
- August Board meeting: Submissions should be received by July 1<sup>st</sup>
- October Board meeting: Submissions should be received by September 1st

## PURPOSE OF THE FOUNDATION

The Pacific Northwest Kiwanis Foundation is a non-profit charitable corporation founded in 1985 and endorsed by the Pacific Northwest District of Kiwanis International:

- To promote the sponsored youth groups of the Pacific Northwest Kiwanis District including Circle K, Key Clubs, Builders Clubs and K Kids
- To assist needy persons – particularly youth
- To assist worthy youth to attain vocational excellence
- To aid the handicapped and disadvantaged

Specific emphasis is directed to promotion and support of sponsored youth groups particularly through scholarships and leadership training.

The purpose is more formally set out in the Articles of Incorporation:

### EXCERPT FROM ARTICLES OF INCORPORATION PACIFIC NORTHWEST KIWANIS FOUNDATION

FOURTH:

- (a) The purposes for which said corporation is formed are to assist needy persons, particularly young people; to assist worthy youth in attaining vocational excellence, and to aid handicapped persons in regaining happy, useful lives through the expending of funds directly for such purposes or by the furnishing of funds to other organizations organized for charitable, scientific research, or educational purposes, or the prevention of cruelty to children, all within the purview of Section 501 (c) (3) of the Internal Revenue Code and the Regulations thereunder;
- (b) The specific purposes are to promote the Sponsored Youth Groups of Pacific Northwest District of Kiwanis International and make other philanthropic gestures; and
- (c) The purpose is to engage in any lawful activity for which non-profit and tax exempt corporations may be organized.

## FOR MORE INFORMATION

For more information on the Pacific Northwest Kiwanis Foundation, please refer to official Foundation web site at [www.pnwkiwanisfoundation.org](http://www.pnwkiwanisfoundation.org)

