



Kiwanis Club of Roanoke, Virginia, Inc. Request For Proposals

All Requests For Proposals must be received by August 15, 2024, to be considered for funding for FY-2024, which begins on October 1, 2024, and ends on September 30, 2025. Please complete this form, include it with no more than three pages of summary and details, and mail the package to the Kiwanis Club of Roanoke, P.O. Box 19313, Roanoke, VA 24019-1032, or give it to John Montgomery, our club's secretary. Please include your Section 501 (c) (3) letter indicating your tax-free status, a complete Financial Statement, the first two pages of the appropriate annual tax return (commonly known as IRS form 990), and a Board of Directors listing.

Name of Organization _____ Contact _____

Address _____ Phone _____

Email _____ Amount Requested _____

Project Starting Date _____ Ending Date _____

Is your organization a Chapter of a National/International organization? _____
If so, does your Chapter receive funding from the parent organization? _____

Please provide a summary describing the proposed project, the amount of funds requested from us, how those funds will be used, and the estimated number of children, youth, or adults to be served. Also, describe this project's impact on the Greater Roanoke Valley community. Include demographic information on those served (please note the Kiwanis Club of Roanoke will only provide grant funds for the Roanoke Valley MSA).

The Kiwanis Club of Roanoke does not provide applicants with capital or regular operating funds but wants to assist financially with worthy projects that will help youth and senior citizens in need and/or improve the environment. We are also interested in projects where our members can supply sweat equity. This last consideration will receive closer scrutiny than it has in the past.

Describe the qualifications of your staff and their involvement in the project:

Describe the involvement of members of the Kiwanis Club of Roanoke in your organization:

What are the plans to publicize the project? How will this include *The Kiwanis Club of Roanoke*?

If funds were received from us during the course of this current year, how were they spent? Did the project meet the objectives of your proposal? How many individuals were served by this grant?

Your organization will act as the responsible fiscal agent for any funds received and comply with applicable laws and regulations. All funds received from The Kiwanis Club of Roanoke will be used in accordance with the purposes presented in this proposal. The Kiwanian who endorses this application agrees to spearhead the effort to recruit Kiwanis Club members to invest sweat equity in the project.

Executive Director or President

Member of *The Kiwanis Club of Roanoke*

Print Name

Print Name*

*By signing this application, you have accepted the responsibility of acting as a liaison for this organization at Club meetings and coordinating the sweat equity activity for Club members.