

NOTE: This document includes the questions included on the YOF application. However, this is not the format you will use to submit your final application. All applications must be submitted using the link on the Key Club Website. The application opens September 1, 2020 at 12:00 A.M. and closes on October 15, 2020 at 11:59 P.M. EDT.

2019 Youth Opportunities Fund Grant Application Demo Form

Thank you for your interest in submitting a Key Club International Youth Opportunities Fund (YOF) grant application. Please take a moment to create an account so that you can start the grant application and revisit the application to make updates prior to the grant application deadline.

Please also read the following grant guidelines before submitting your application. If you have questions after reviewing this information, or need assistance, please email yof@kiwanis.org.

General Information

- YOF grants are given only to Key Clubs and or club members.
- There is one funding cycle for YOF grants per year. Applications are accepted from 12:00 A.M. EDT September 1, 2019 and completed applications must be submitted by 11:59 P.M. EDT October 15, 2019.
- It is recommended that you begin your application no later than October 10th to compile the necessary information.
- Applications are reviewed by the Key Club International Board at their November meeting. YOF grant notification is emailed to all grant applicants the first week of January.
- The third week of January a list of YOF grant recipients is posted on the Key Club website. Check the Key Club website for confirmation that your club received a grant.
- Clubs may request funding assistance ranging from US \$100 to US \$2,000. Clubs asking for a portion of the total cost of a project or clubs partnering with other organizations to fund and/or complete a project are typically funded.
- Applicants must use the online YOF grant application. Paper submissions are not accepted.
- The club's 2018-19 dues must be paid before YOF grant checks can be issued.

Important Details

- Guidelines for submitting a YOF grant application are included in the Key Club Guidebook under Board Policies.
- Grant recipients must complete, sign, and submit a Letter of Agreement / Release Form to Key Club International with their grant application to ensure quick grant disbursement should your club be awarded grant funding. A link to the Letter of Agreement/Release Form is noted above.

After you receive your grant

- YOF grant recipients are required to submit a final report (can be found in Section F of the Letter of Agreement) to Key Club International before the grant termination date on January 1, 2020. The deadline can be extended if club leadership contacts Key Club International before the due date.
- All grant funds should be used for their intended purpose. If the entire grant was not utilized and grant funds remain, this money should be returned to Key Club International.

Applicant first and last name

Applicant email address

Applicant cell phone number

Key Club name

Key Club identification number (*This is the Key Club identification number assigned to your club. Example: H#####. Club ID #s can be found on the Membership Update Center.*)

Key Club faculty advisor first and last name

Key Club faculty advisor email address

Key Club school address

Key Club school phone number

How did you learn about the Youth Opportunities Fund?

Has your club received a YOF grant in the past? Yes/No

If Yes, please share a brief description of the project funded and the grant amount awarded.

Please list up to five additional club contacts. Include first and last name, email, and cell phone number for each team member.

Project name/title

Is this grant being requested for a club or for an individual?

Please provide a brief description of the project.

Why does your community need this project?

What have you done so far with the project? Please include planning/raising funds, etc.

How does this project solve the problem in your community?

Has your club done this project before? Yes/No

If yes, was the project successful? How will you improve the project and build upon it with the grant?

Is there an organization you're collaborating with for this project? Yes/No

If yes, please share the organization's name and how you are collaborating?

Explain the project design, including how you plan on executing and promoting the project. Use as much detail as possible.

Add any general information about the project.

When will the project take place?

Please list dates and meetings involved in executing your project. Be as specific as possible.

Upload a spreadsheet outlining project expenditures including items that will be provided or paid for by the club. Include item description, quantity, and cost per unit.

Which expenditures from your project do you plan to support through donations or independent fundraising outside of potential funds received by this grant? Please explain.

What is the total amount of money that you are requesting? *Grants range from US \$100 - \$2,000. The amount requested should not exceed the total cost of the project outlined in your budget.*

Please add any additional comments concerning the project budget.

Upload the YOF Letter of Agreement/Release Form here. Grant funds cannot be released until this document is received.

Optional: If you have started planning or have done this service project before, please include up to 3 photographs of the service project. Providing a photograph will not affect judging of the application.