

## 2022-2023 Youth Opportunities Fund grant program sample application

### Introduction:

This is a sample application and letter of agreement for the Youth Opportunities Fund grant program. Use this as a guide when writing your club's own grant application.

### Application

First and last name of the Key Club member filling out the application

Jane Keyclub

The applicant must be a Key Club member. Grant notification will be sent to this person.

Key Club advisor first and last name

John Advisor

Key Club advisor email address

Jadvisor@school.edu

Please make sure the advisor's email is correct. Grant notification will be sent to the advisor via this email address.

Key Club school/community name

Waubonsie Valley High School

How many members are in your club this year?

250

Has your club received a YOF grant in the past?

No

How did you learn about the Youth Opportunities Fund?

I was researching Kiwanis International to check out resources/ideas for our club so I could continue to improve it within our school this year, and I came across this fund. We thought it would be a great opportunity to apply as a club to allow us to expand our resources and make more of an impact within our school and community.

### Project details

Name of Proposed Project (Please do not include your Key Club or school name.)

**Student Wellness Project**

Provide a brief description of the project.

Our club plans to build a water feature, a living plant wall system, and a colorful art/ceramic display in the atrium of our school, made by the students of Waubonsie Valley to the greatest extent possible. The water feature would include four pots flowing into each other to represent each step of the high school journey, and emptying into a basin (below a set of rocks to prevent splashing/an open water source). It would then be directed back up through a pump hidden within a hollow pillar, designed by construction students. It would add a natural air and background to our school, with the soothing sound of nature's greatest creation — water. Our living plant walls would add greenery and nature to our school. We plan to learn how to grow plants vertically as a club committee and implement it with the help of our botany and earth science classes. Our arts department is also going to work on this project, creating ceramic pots for the water feature, along with other works of art if we need them.

How many club members are actively engaged in this project?

30

Who is your project impacting?

Not only the students themselves and possibly their academic performance, but also their friends and their families that they go home to.

Has your club done this project before?

No

If yes, what was the project's impact? How will you improve the project and build upon it with the grant?

Why is this project needed? How did you identify the need?

If this is a project that you have done before and received a grant from us, please explain how the project is expanding.

A group of Key Club members noticed a trend last year of post-pandemic effects within our school. Around the time of finals, many students were stressed out with all of the work and seemed to be in low spirits. As a part of this group, we researched and found the small things that bring joy in our daily lives, things like nature and colors that give us a sense of happiness. Afterwards, we conducted a study on a random sample of 130 students in the school, comparing a "green" abundant environment with plants to a regular desk environment, testing how it affected two variables: performance on a creative thinking test and overall happiness. The results were astounding. Not only did the performance on the test come out to be 15% better, but average student happiness jumped by over one point on a scale of 1-10 in the green environment. That's when we took the results to our principal and worked with him to start a project for this year to naturalize the area, adding plants and colors to beautify our 50-year-old atrium.

Explain how your project aligns with at least one Kiwanis Children's Fund cause area.

Kiwanis Children's Fund's cause areas are: health and nutrition, education and literacy, and youth leadership development.

Our project not only supports students' mental health at our school, but it aids thousands of students in their education — a crucial step of their journey towards their intended major, career or future life — with the

increased happiness levels and creative performance impact of the more natural environment that we found from our study. With perhaps the largest Key Club project as well as overall student-led project in the history of Waubonsie Valley, we aim to make a huge impact not only on our school, but our community and the world, and we will do this by empowering the student leaders involved in this project to visualize and make real a large project with an even larger influence. These students will be forever left with the accomplishment of this project and continue on to find problems in their communities, meet existing needs and work to solve those issues wherever they go. We have a great group of involved and committed members that I know will make a difference wherever life takes them — to a college or university, and even out in the real world in their distinct professions and hometowns. This project will even encourage youth leadership in the coming years, with Key Club left in great hands once I and my fellow senior board members leave, with even greater things to come for this club, the largest club in our school. Our principal's vision is to have this project spark and initiate future change, with younger students taking inspiration from this starting point and continuing to develop leadership and incite greater projects and ideas to continue to improve our school, which every single one of us is proud to be a part of.

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

This project has been officially underway for just over a month now, and we are past the design phase and into the research. We have planned out our design, which is still subject to minor changes; established our working group; communicated with teachers and classes of departments such as construction, ceramics, and botany; and have a rough plan for building and workdays over the next few months. We have gone out to local businesses and raised a small amount of funds for this project, although not enough to cover the costs of all of its facets. We are currently working on researching living wall systems, taking measurements for the area and comparing possible materials we would need to purchase for this project.

List any organizations you are partnering with to complete this grant project.

Please include Kiwanis family members (Kiwanis Club, Aktion Club, CKI, Builders Club or K-Kids) and/or any other organizations you are partnering with and describe how you are collaborating.

We are collaborating with other school clubs and classes, such as Environmental Society (school club) and Ceramics (class) in order to source the materials to construct this project mostly ourselves, getting students of all backgrounds and identities to put their expertise in construction, pottery or art together to make this project as personable, meaningful and successful as it can be.

How will you be promoting the project? (For example, social media, newsletters, community boards)

Please be specific. If you are using social media or posting to your club's websites, provide the websites and a summary of what you will be posting.

Remember to make sure that you are promoting the Key Club brand in order to create awareness for your club and recruit new members.

Not only will it be on display for our entire school, but it will also be posted on our principal's social media accounts and our Key Club social media accounts, along with many of the students posting themselves. This project, once completed, will be introduced on WVTV, our weekly student-led news video. We will also be taking

reports and conducting surveys on students' opinions of this project and spreading word through our community.

What is the project's expected start date?

09/07/2022

What is the project's expected completion date?

02/01/2023

Provide a timeline with the dates that tasks will be done for the project from start to finish.

Please include pre-planning and meetings.

Meetings every week on Wednesdays with Key Club students and 1-2 times a month with the principal.

9/7/2022 - First meeting, discussed vision for this project and potential ideas for the atrium.

9/21/2022 - Worked on designs individually and in groups

9/28/2022 - Continued working on designs

10/05/2022 - Presented designs, came up with a mostly concrete final draft

10/12/2022 - Assigned tasks to groups for research and communication with ceramics and botany teachers

Tentative schedule

10/19/2022 - Present research and compare/contrast materials

10/26/2022 - Further discussion on materials and finalizing

11/2/2022 - Use measurements to determine amounts needed of each material and research different stores/potential contracts

11/9/2022 - Decide on stores and finalize amounts, make "shopping list"

Over the months of November and December

- Work with other classes to determine measurements and types of materials needed (pots, plants)

- Start building those parts in the classes, growing the plants, making pots and outlining the water feature

- Weekly check-ins to update on Key Club member progress and debrief on class progress with each member in charge of individual departments/classes.

January and possibly February (extended days if needed)

- Finish individual class projects, with weekly check-ins as well

- Finalize/update shopping list and order materials needed from stores

- Determine workdays (teacher institute days or days off school) for members to come in and work on constructing the overall project.

- Finish and review!

What is the total amount of money that you are requesting for this grant?

Grants range from US \$250 - \$2,000.

\$2,000.00

What is the total budget of your project?

\$6,475.00

Did your club receive any in-kind donations? If so, please describe.

If you have not yet received an in-kind donation but intend to, please include that information as well.

An in-kind donation is a noncash donation to the project. For example, if a company donates backpacks for a backpack lunch program, the backpacks would be an in-kind donation.

#### Sample Budget Chart

Download the budget chart. This is an Excel spreadsheet that you must fill in utilizing a computer.

REVENUE	Description	Received	Expecting
Amount from club budget	Amount contributed by club / principal's budget	\$3,000.00	\$
Amount raised through fundraisers	Local businesses	\$1,450.00	\$
Individual club members contributions	N/A - students participating in fundraising	\$-	\$-
Monetary donations (apart from YOF)	N/A - fundraisers	\$-	\$-
<b>Requested amount from Youth Opportunities Fund</b>			\$2,000.00
<b>Subtotal</b>		\$4,450.00	\$2,000.00
	<b>Revenue total (includes received and expected contributions)</b>	\$6,450.00	
EXPENSES	Description, quantity, unit price	Purchased	Expecting
Equipment	Estimated cost of stacked stone for waterfall (84 square feet total) (Approx. \$30 per square foot) = \$2520, Waterfall pump = \$300, Filter = \$80, Hose tubing = \$150	\$	\$3,050.00
Materials	Plant wall estimated cost = \$25/ square foot (95 square feet total wall) = \$2375	\$	\$2,375.00
Shipping/Handling	Fee from stores / companies for outsourcing certain parts such as the living plant wall system	\$	\$200.00
Marketing	free platforms	\$-	\$-
Professional fees	Approximate fees for experts on water feature / living plant wall systems	\$	\$350.00
Venue or site rental	Free	\$-	\$-
Training	all student led and executed	\$-	\$-
Other	Materials for classes involved (clay, maintenance supplies) Approx. \$500	\$-	\$500.00
<b>Subtotal</b>		\$-	\$6,475.00
	<b>Expense total (includes purchased and expected expenses)</b>	\$6,475.00	

## 2022-2023 Youth Opportunities Fund Grant Program Sample Letter of Agreement

Student Wellness Project  
Waubonsie Valley High School Key Club  
Illinois-Eastern Iowa  
Amount Awarded: \$2,000

This letter of agreement, together with your grant application, formally sets out the terms and conditions for the grant. To receive your grant, please read the following letter of agreement carefully and sign.

Should you have any questions or need further information about the YOF grant policies or the implementation of your grant, please contact Key Club at [yof@kiwanis.org](mailto:yof@kiwanis.org).

### A. General

1. All grant-related correspondence should come directly from the grant recipient (the "grantee"), not a third party receiving benefit from the grant provided to grantee, and should be directed to Key Club at [yof@kiwanis.org](mailto:yof@kiwanis.org) or 1-317-217-6244. Please reference your school's name in all grant-related correspondence.
2. Upon the terms and conditions stated herein, Key Club International shall make available to the grantee a grant to be expended for the purposes outlined in the grantee's grant application. Payment is contingent on the submission of this agreement with the necessary signature.

### B. Limitation on the use of grant

The following conditions apply to this grant:

1. This grant is made only for the purposes described in the grantee's grant application. Any exceptions to the use of this grant are noted in Section E,
2. In the absence of express permission from Key Club International, expenses charged against this grant must be incurred after the effective date of the grant, but before the termination date, both dates as stated above,
3. Any funds not expended for the recognized purpose of the grant and within the period for which the grant is given shall be forfeited and must be repaid to Key Club International no later than the grant termination date, and
4. Modifications to the funded projects' intent, grant period and budget amounts must be approved by Key Club International. Approval of modifications should be requested in writing.

### C. Cancellation

Key Club International may cancel the grant if:

1. The agreement is not executed and returned to Key Club International within 60 days,
2. The project is not completed within the grant period timeframe as stated in this agreement, or
3. Grant monies are not expended in accordance with the approved grant implementation plan, and the grantee did not obtain Key Club International approval for a variation from the original plan, or
4. Key Club International deems the grantee to have abandoned the project, as demonstrated by a failure to respond within 60 days of Key Club International's last request for a report.

In the event that the grant-funded project is cancelled, approval for the grant shall be deemed to be withdrawn and Key Club International shall have the right to reclaim in entirety all monies paid to the grantee in connection with this grant.

#### D. Financial Reporting

The grantee must submit firm documentation of grant funds expended.

Failure to provide firm documentation of how grant funds were expended will result in the cancellation of the grant. The grantee is responsible for:

1. The expenditure of the grant funds and for maintaining adequate supporting records.
2. Providing receipts or, when necessary, proofs of payment in the final report and as may be requested by Key Club International from time to time. When receipts are available, no other proof of payment is required.

a. A receipt is any document that contains all the following five required elements:

- Name of vendor (person or company you paid)
- Transaction date (when you paid)
- Detailed description of goods or services purchased (what you bought)
- Amount paid: \$2,000
- Form of payment (how you paid — cash, check or last four digits of credit card)

b. Proof of payment is needed to demonstrate that you incurred a project-related expense only when a receipt is not available because it was lost or not provided by the merchant.

- Accepted forms of proof of payment are copies of cleared checks, bank wire transfer confirmations and credit card statements.
- Cleared check — obliterate the bank routing and account numbers printed on the bottom of the check.
- Review the endorsement side of the check and obliterate any legible numbers. Most cleared checks are available as scanned images from your online bank account.
- Wire transfer — obliterate the swift code on the routing number and account numbers of the receiving bank and beneficiary (and intermediary bank if needed) on the wire transfer confirmation page you receive from the bank.
- Credit card statement — obliterate cardholder address, account number, summary of account information (payment due, balance, etc.) and all other details not relevant to project-related transactions. If you can still read information through the obliteration, make a copy of the redacted document and submit the copy.

#### E. Compliance with applicable legislation

Grant funds may not be used to pay for any operations that may be deemed illegal. In carrying out the grant funding project, the grantee agrees to comply with all application laws including federal and state/provincial laws, municipal bylaws and applicable employment regulations. Failure to comply with the conditions set forth in this paragraph shall constitute default and will result in the cancellation of the grant.

#### F. Final Report

The grantee will submit a final report to Key Club International at [www.keyclub.org/yof](http://www.keyclub.org/yof) before the grant termination date. Reports are considered either complete or not complete; they are not graded. Grant reports should include the following:

- a. A brief evaluation summary of the project
- b. Accounting record of how Key Club International funds were spent
- c. Receipts or proofs or payment as outlined in Section D
- d. Any photos from the project that can be shared via Key Club International social media and other publications. Photos unable to be shared should be clearly stated.

#### G. Signed acceptance

This agreement must be signed by an appropriate signing officer of the grantee signifying agreement by the grantee to the terms and conditions under which this grant is given.

##### Acceptance of Terms & Conditions

This grant is conditional upon the grantee's acceptance of the terms and conditions set forth herein. By selecting "Accept Grant Terms and Conditions" below, the grantee agrees to accept and comply with the stated terms and conditions of this grant.

Provide the full name and location of the sponsoring Kiwanis Club.

Kiwanis Club of City Town

Provide the full name of the Kiwanis Club Advisor.

John Advisor

Provide the email of the Kiwanis Club Advisor.

Jadvisor@school.edu

By entering data into the next fields calling for insertion of your Name and Title, you are:

- (1) representing that you are an officer or other agent for the applicant grantee duly authorized to enter into legally binding Agreement on behalf of the grantee
- (2) agreeing to submit this agreement in an electronic form on behalf of the grantee which shall be bound by its contents as an electronic transaction
- (3) agreeing that your insertion of data into these following fields constitutes an electronic signature.

Authorized Signature of adult

John Advisor

Title

Key Club Advisor

**Payment instructions**

*Please remember that payments cannot be made to individuals. The grant can be sent to your club bank account, school bank account, sponsoring club bank account or district bank account.*

In what form would you like to receive your grant award payment?

- Check sent via mail
- Direct deposit/ACH transfer

If you are being sent a check, please provide the full address of where the check should be mailed.

(Attention to, PO Box/Street address, city, state/province, postal code and country)