



# Lansing Kiwanis Club Endowment Fund

*Kiwanis Club of Lansing*

*Since October 31, 1983*

## Club Committee Request for Funding

*(Please submit four copies)*

**Purpose of this form:** By completing the form in its entirety, the Lansing Kiwanis Club Endowment Fund can act upon your request in a timely manner.

I. DATE: \_\_\_\_\_

II. TITLE OF PROJECT: \_\_\_\_\_

III. SUMMARY DESCRIPTION OF PROJECT  
A. Amount of Request: \$ \_\_\_\_\_

- IV. The following must be confirmed for Funding Requests to be considered:
- A. Organization is a non-profit, already holding 501(c)(3) tax exempt Status.  Yes  No  
(Please submit copy of most recent IRS 501(c)(3) determination letter.)
  - B. Project and programs is in the area of human services, health, education, family support or civic/cultural in nature.  Yes  No
  - C. Additional funding and matching gifts from other donors are encouraged:  Yes  No
  - D. Programs promoting cooperation among agencies without duplication of services are encouraged:  Yes  No
  - E. Request is not in the areas of religious purposes, endowments, political or for individuals.  Yes  No
  - F. Organizations receipts are under \$25,000 and IRS form 990 is not required:  Yes  N/A
  - G. Organizations receipts are over \$25,000 and IRS form 990 is attached:  Yes  N/A
  - H. Organizations receipts are over \$100,000 and copy of organizations most recent financial report and IRS form 990 are attached:  Yes  N/A

- V. ORGANIZATIONAL INFORMATION:
- A. ORGANIZATION
    - 1. Name \_\_\_\_\_
    - 2. Address \_\_\_\_\_
    - 3. City, State, Zip \_\_\_\_\_
    - 4. Phone / fax \_\_\_\_\_
    - 5. Tax Identificaiton Number \_\_\_\_\_

VI. Needs Assessment:  
A. Explain briefly the needs this project meets; \_\_\_\_\_

- VII. Public Relations:
- A. Please submitt a pre-approved Press Release to be issued
  - B. Please submitt a brief status report upon completion of the program or project.

- VIII. Procedure:
- A. Forms are to be submitted by the 10th of February, April, June, August, October or December in order to receive prompt action.
  - B. The committee will be informed of action by return of this form with final determination as indicated below:
  - C. The contact person to whom to submit request and to any questions or inquires should be directed to is:  
 Jeff Lorencen Phone: 517-886-2669  
 2110 Elmwood Road  
 Lansing, Michigan 48917 Email: lorencen@yahoo.com

To be completed by Lansing Kiwanis Endowment Fund

IX. Action:  
The Trustee's of the Lansing Kiwanis Endowment Fund, at a meeting on \_\_\_\_\_  
Approved / Denied this request in the amount of \$ \_\_\_\_\_.<sup>00</sup>