



Steilacoom Kiwanis Funding Request Guidelines

Mission

The purpose of the Steilacoom Kiwanis Funding Request is to support local community and school activities. The intent is to encourage activities that stimulate learning, promote growth, explore new concepts, and facilitate our educators, coaches, and community members to broaden the learning of the children in our communities.

Eligibility

Community and youth groups within Steilacoom, Ketrone and Anderson Islands, and DuPont, and any staff member in the Steilacoom Historical School District, individually or in teams, may apply. The project should be a service, activity, item or experience that directly supports the children of our communities and is not entirely supported by other means.

Funding

Funding is in three categories: **1)** Mini-Grants for the schools in amounts up to \$200. (Special requests for Mini-Grants over \$200 will be considered on an individual basis and must show that a large number of youth are involved or that the proposal has exceptional merit). **2)** Annual activities approved in advance by the Kiwanis Board of Directors and in the yearly budget. Written requests for these activities must be submitted each year. **3)** Requests for new activities with detailed justification and sufficient time for review by the Kiwanis Board of Directors and the Kiwanis Foundation Board.

Funding Guidelines

Priority will be given to projects that impact the greatest number of individuals and create an impact beyond the initial use of the grant.

Applications must be filled out completely and submitted to the proper person (see below) in a timely manner. Mini-Grants will be considered on a first come first served basis.

Requests for awards (i.e. cash or gift cards) or staff development cannot be funded.

Submission of Monetary Requests

For monetary awards within the SHSD, the completed application must be submitted by the staff employee through the following process:

- 1) Complete request form.
- 2) Obtain building principal's approval/signature.
- 3) Email to Gwen Miller, Executive Assistant to the Superintendent (gmillier@steilacoom.k12.wa.us).

If approved by SHSD, the request will be forwarded to the Chair of the Kiwanis School Support Committee and SHSD Fiscal Department for processing. The Kiwanis School Support Committee will notify the applicant of status. A check for any approved request will be sent to the school awarded the grant.

For non-school district requests: email the completed application to the Kiwanis Club of Steilacoom Treasurer, Sheila Moberg, at shmoberg@comcast.net or mail to: P.O. Box 88282, Steilacoom, WA 98388.

All requests should be submitted at least 30 days in advance to ensure timely receipt of payment.

Post Activity

Recipients are strongly encouraged to provide a brief presentation about the project to the Kiwanis membership. Contact Dick Muri: dick@dickmuri.com or call [253-439-9797](tel:253-439-9797) to schedule.

Photographs or permission to use photographs is appreciated for publicizing the activities.



Steilacoom Kiwanis Funding Request

SHSD only: When completed, please give or email this form to Gwen Miller, Executive Assistant to the Superintendent, gmliller@steilacoom.k12.wa.us , 253-983-2203.

All other requests: email to Sheila Moberg, Kiwanis Club of Steilacoom Treasurer, shmoberg@comcast.net or mail to: P.O. Box 88282, Steilacoom, WA 98388.

Type of request _____ (Mini-Grant or Other) Date of Request: _____

Project Title: _____

Name and Position/Title: _____

School: _____ Grade level: _____ Number of students: _____

Contact Email: _____ Contact Phone: _____

Amount Requested: \$ _____ Full Amount needed: \$ _____ Date funds are needed: _____

Date of Activity: _____ Description of Activity: _____

Justification for Request: (See Guidelines)

For SHSD only:

Approved by Building Principal: _____
Signature (Principal) _____ Date _____

Approved by Superintendent: _____
Signature (Kathi Weight) _____ Date _____

For Non-SHSD Requests: Approved by _____ Date _____