David and Donna Batelaan Fund
Service Leadership Programs
Grant Guidelines

1. The purpose of this fund is to award grants to support Builders Club, Key Clubs and Circle K to assist a Florida Service Leadership Program (SLP) Club or Division service project within their community. Grants are awarded to a Florida Builders Club, Key Club and Circle K Kiwanis club or division by use of the official application form that is provided by division trustees. **Please note there is a separate application and guidelines for Aktion Clubs.**

2. Grants are awarded by the Board of Trustees of the Foundation at their regular meetings, normally in two cycles each year (mid-year in the Winter and during the Florida District Convention in late summer). Deadlines for receipt of applications by the Florida Kiwanis Foundation are December 15th for the Winter Cycle and June 15th for the Summer Cycle. All applications are reviewed by the Grants Committee in advance, with recommendations for action by the full Board at its meeting.

3. Grant application forms may be downloaded from the Foundation website (www.FloridaKiwanisFoundation.org) or secured from division trustees, who should review the completed application with the club or division contact person to ensure that the application conforms to these guidelines. After securing endorsement of the application from the division lieutenant governor and Division Foundation Trustee, the contact person provides the completed application to the division trustee, who in turn endorses and submits the application to the Chair of the Grants Committee for action by the Board of Trustees.

4. Grants must be used to assist a Florida Service Leadership Program Club or Division projects,

5. It is NOT a requirement that Grant funds be used for capital expense; however, Grants requested for capital and equipment items are defined as items that are relatively permanent, items that will be in place and in use for a period of three to ten years. Grants are normally not awarded for items that are expendable after a one-time use, including, but not limited to, administrative supplies. Grants are not awarded for payment of salaries.

6. Grants normally are made for projects of up to $1,000.00.

7. Grants may be made to initiate a project, including a major change, addition, or renovation to a project. Funds to sustain the functioning of a project on an on-going basis must be provided by a club or division.

8. Grants will not be approved if a request is received after the project is completed.

9. These Guidelines assist the Board of Trustees and its Grant Committee to make informed decisions about the best use of the Batelaan Fund to support clubs and divisions with worthy projects. Each grant application is considered on its individual merits, in the best judgment of the Foundation officers and trustees, in the best interests of the applying club or division, and principally within the mission of the Florida Kiwanis Foundation.