



KEY CLUB®

Youth Opportunities Fund

Thank you for applying for the Youth Opportunities Fund!

The Youth Opportunities Fund (YOF) is an endowed fund for Key Club International held in the Kiwanis International Foundation. The fund allows Key Club members the opportunity to improve their schools and communities.

As you go through this application, please make sure to fill in each inquiry completely with specific details about the service project you and your club wish to run.

You can fill out this application in one of two ways: 1) **electronically** by using the fillable PDF, or 2) **manually** by printing this application and filling it out by hand. Once you have finished the application (be it electronically or manually), please follow the submission instructions outlined on the last page. **Keep in mind that electronic signatures will not be accepted.** You must print out the signature page (which is found on the last page of this document), then sign the required fields with your advisor and principle. Don't forget to fill out the application completely!

The application is due in full before October 15 at 11:59PM EST. In order for an application to be considered all pieces must be received by the Kiwanis International Office by that time. If you submit an electronic application we must have received your signatures by the October 15 deadline to be considered.

Winners will be notified via mail by January 1, 2015. Please note that these grants are usually reimbursement-based. (Only in some cases can invoices be paid directly.) This means that clubs must be able to come up with initial funding to support the project before being reimbursed. To learn more about the way clubs can access and utilize funds once they're granted, please see pages 36-37 in the Key Club International Guidebook, which can be found at www.keyclub.org/guidebook.

We thank you again for rising up as a leader to better serve your home, school and community. If you have any further questions or concerns, please do not hesitate to email yof@kiwanis.org.

3636 Woodview Trace, Indianapolis, IN 46268-3196 USA
1-800-KIWANIS (dial 411) FAX: +1-317-879-0204
yof@kiwanis.org

Youth Opportunities Fund grant application

Grant application

Must be received before or on October 15th

Contact name (must be a Key Club member):

Contact email address:

Grant requested for Individual Club *Please note that no divisional or district projects will be considered.

School name:

Club ID#:

High school address:

City:

State/province:

Zip/postal code:

School phone number:

How did you find out about the Youth Opportunities Fund?

Have you received a Youth Opportunities Fund grant before? If so, for what project?

Advisor information

You must have an adult advisor to apply for a grant. Your adult advisor can be a faculty advisor, a Kiwanian, or a school administrator. Please ask your advisor to complete the following information.

Name:

Email:

Street address:

City:

State/province:

Zip/postal code:

Kiwanis advisor

Faculty advisor

School administrator

Project information

Answer the following questions in the space provided. Be complete and give details where appropriate. All answers must be included within this document. Additional sheets of paper are **not acceptable** and will result in disqualification.

Project title:

Description of project and community needs that it meets:

What have you done so far for the project?

Has your club done this project before? Yes No

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

Will this project be repeated in the future? Yes No

List who will be heading the project (5 people maximum):

Name	Phone number	Email

Is there an organization you will be collaborating with? If so, provide the following information:

Organization name:

Website (if applicable):

Contact name:

Contact's position:

Contact's phone:

Project timeline

When and where will your project take place?

Signatures

By signing this grant proposal, you agree to:

1. Submit the final report within two weeks of the completion of your project.
2. Use all grant money for the purposes detailed in your application.
3. Keep accurate financial records and include the records in the final report.
4. Allow your project to be used in any media or future Youth Opportunities Fund promotional campaigns.

Applicant _____ Date _____

Faculty or Kiwanis advisor _____ Date _____

School principal _____ Date _____

How to send in the application

This application can either be filled out by hand or typed; however, the signatures must be handwritten. No electronic signatures will be accepted. If the application is typed and sent in electronically, make sure to print out the signatures page (this page), have your advisor and principal sign it, and scan it. After everything is filled out, send in this application in one of three ways:

1. Scan the signatures page and fill out the rest of the application electronically. Title the document "YOF_Application_YourSchool.doc," and send the application to yof@kiwanis.org. In the "YourSchool" section, please put the name of your school. If you are doing this project as an individual, please put your name. When emailing the application, label the subject of the email as "YOF Application YourName/YourSchool." Be sure to attach the document.
2. Fax the application to the Kiwanis International Office in Indianapolis at 1-317-879-0204.
3. Mail in the application to the Kiwanis International Office at:

Kiwanis International
Attn: YOF Application/Nicole Harris
3636 Woodview Trace Indianapolis, IN
46268-3196, USA

If you have any additional questions, please email yof@kiwanis.org.