



GRANT APPLICATION GUIDELINES

KIDS' CLUB MISSION:

Kids' Club of Tarrytown & Sleepy Hollow, Inc. provides support for underserved youth. As a community organization, we marshal resources, increase local awareness, advocate for programming, and strengthen services to improve the lives of children and families.

WHO IS ELIGIBLE TO RECEIVE A GRANT?

In order to fulfill our mission and be effective stewards of the donations that we have fundraised, Kids' Club accepts requests from worthy organizations for programs or services that share the same goal of improving the lives of children and families in the Tarrytown and Sleepy Hollow communities.

Kids' Club supports a wide variety of projects and services, but does restrict itself to making grants to:

- tax-exempt, not-for-profit organizations so certified by the Internal Revenue Service under Section 501(c)(3);
- governmental units described in Section 170(c)(1) of the Internal Revenue Code; and
- churches, synagogues and other religious organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code.

GRANT APPLICATION CHECKLIST:

- Completed Grant Application signed and dated by an authorized signatory
- Budget for project or program proposal outlining proposed revenues and expenses
- List of names of all Directors or Trustees and Officers*
- Copy of IRS Letter of Determination showing 501(c)(3) status (or, for governmental units, a copy of government information letter or other information verifying governmental unit status)*
- Most recent Form 990 as filed with the IRS*
- Most recent year-end financial statements (audited if available)*
- Current year operating budget*
- Brochures, newspaper clippings or other information or exhibits that help further explain proposal (*optional*)

* Does not need to be provided if you have already provided Kids' Club with a copy of the requested document or information in connection with another grant application, as long as Kids' Club confirms in writing that it still has a copy in its files, and you confirm in writing that such document or information remains accurate and complete.

SUBMIT REQUESTS FOR FUNDING TO:

Please email your completed and signed application to Debra Stewart, Co-Chair, Outreach Committee, at debrastewart03@gmail.com. An originally signed copy should also be mailed to: Kids' Club of Tarrytown & Sleepy Hollow, Inc., P.O. Box 8544, Tarrytown, NY 10591, Attention: Debra Stewart.



GRANT APPLICATION

Please complete all sections and attach information requested:

Legal Name of Your Organization: <i>(Grant payments will be issued to this Organization.)</i>		Date Prepared:	
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1. INFORMATION ABOUT YOUR FUNDING REQUEST:

Name of Program or Project:	
Project or program timing: Begin: End:	
Please explain the purpose of your request for funding:	
Total Amount Requested:	\$ _____ . ____ .
<input type="checkbox"/> Amount of Request for Each Calendar Year:* <input type="checkbox"/> <i>*If your request crosses calendar years, please provide detail for each year and then indicate total in "Total Amount Requested" above.</i>	2015: \$ _____ . ____ . 2016: \$ _____ . ____ .
<input type="checkbox"/> What is the total cost of your project or program for which you are requesting funding?	\$ _____ . ____ .
<input type="checkbox"/> What are the other sources of funding to help pay for your project or program?	
<input type="checkbox"/> How many children and/or families will benefit?	
How will this grant help further Kids' Club's mission of improving the lives of underserved children and families in Tarrytown and/or Sleepy Hollow?	

2. THE IMPACT OF YOUR PROJECT OR PROGRAM:

Please explain how you will assess the successfulness of your project or program.

3. Information About Your Organization:

Legal Name of Your Organization: <i>(Grant payments will be issued to this Organization. If the application is being submitted by a sponsoring organization, please attach a brief description of the relationship and a copy of the sponsorship agreement.)</i>		
Address:		
Tax-Exempt ID Number:		
Contact Person: Name & Title Phone Fax / Email		
Please briefly describe your organization and mission (attach additional sheet if necessary):		
Do you currently have, or have you had in the past, a grant from Kids' Club?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide the following information (attach additional sheet if necessary)	Term: Amount: Purpose:	
For 501(c)(3) organizations only: Is your organization currently in good standing under Section 501(c)(3) of the Internal Revenue Code?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Has your organization been the subject of any investigation by the Internal Revenue Service or any other regulatory authority?		
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain (attach additional sheet if necessary):		

4. Additional Information:

Please attach the following information:

- A. List of names of all Directors or Trustees and Officers*
- B. Budget for project or program proposal outlining proposed revenues and expenses
- C. Copy of IRS Letter of Determination showing 501(c)(3) status (or, for governmental units, a copy of government information letter or other information verifying governmental unit status)****If the application is being submitted by a sponsoring organization, attach a description of the relationship and a copy of the sponsorship agreement.***
- D. Most recent Form 990 as filed with the IRS*
- E. Most recent year-end financial statements (audited if available)*
- F. Current year operating budget*
- G. Brochures, newspaper clippings or other information or exhibits that help further explain proposal (*optional*)
- H. Any additional information requested by Kids' Club Grants Committee or Board of Directors.

*** Does not need to be provided if you have already provided Kids' Club with a copy of the requested document or information in connection with another grant application, as long as Kids' Club confirms in writing that it still has a copy in its files, and you confirm in writing that such document or information remains accurate and complete.**

5. Grant Terms and Conditions

Any grant awarded by Kids' Club upon approval of this Grant Application will be governed by the Grant Terms and Conditions attached hereto. Your signature on this Grant Application constitutes your acceptance of, and agreement to, the Grant Terms and Conditions.

You certify that the signatory to this Grant Application has been duly authorized to execute this Grant Application on your behalf and to agree to be bound by the Grant Terms and Conditions.

Name of Authorized Signatory (please print)

Signature of Authorized Signatory

Title of Authorized Signatory

Date: _____, 20____



GRANT TERMS AND CONDITIONS

Below are the terms and conditions that apply to grants made by Kids' Club of Tarrytown & Sleepy Hollow, Inc. ("Kids' Club", "we" or "us"). As an applicant for a grant ("Grantee" or "you"), you should read these terms and conditions carefully. To induce Kids' Club to make your grant, in the event such grant is awarded, you accept and agree to comply with the following terms and conditions, and your signature on your grant application constitutes such acceptance and agreement.

1. Purpose and Administration

The grant shall be used exclusively for the purposes specified in your grant application as approved by Kids' Club, the terms of which application are incorporated by reference herein. You will directly administer the project or program being supported by the grant and agree that no grant funds will be disbursed to any organization or entity, whether or not formed by you, other than as specifically set forth in your grant application.

2. Restrictions Regarding Use of Grant Funds

You agree that the grant shall be used only for charitable, religious, scientific, literary or educational purposes. You further agree that no part of the grant shall be used to (a) carry on propaganda, or otherwise to attempt to influence any legislation, or (b) attempt to influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive.

3. Return of Grant Funds

We have the right to require you to promptly repay any portion of the grant which for any reason is not used exclusively for the purposes of the grant. In addition, you must repay any portion of the grant which has not been expended upon expiration of the grant term or early termination of the grant pursuant to Section 10 below within thirty (30) calendar days following such expiration or early termination.

4. Accounting, Records and Audit

You agree to indicate the grant separately on your books of account and maintain adequate accounting records, consistent with generally accepted accounting principles, sufficient to enable Kids' Club to verify your use of grant funds. You agree to promptly furnish us with copies of such records upon our request and to make your books and records available for inspection by us at reasonable times. At our expense, we may audit or have audited your grant-related books and records, and you shall provide all necessary assistance in connection therewith.

5. Reporting and Evaluation

You agree to furnish to us a written report on the form attached hereto within thirty (30) calendar days of the earlier of (i) the expiration of the grant term, (ii) periodically prior to expiration of the grant term as indicated in your grant award letter, (iii) the full disbursement of the grant funds or (iv) our termination of the grant pursuant to Section 10 below.

At our expense, we may monitor and conduct an evaluation of operations under the grant, which may include visits by our representatives to observe your project or program and operations and to discuss the project or program with your personnel.

6. Public Reporting and Statements; Use of Names or Images; Acknowledgement of Kids' Club Grant

To the extent required by law, Kids' Club will include information about your grant and your organization and its programs in its periodic legal and public reports. You authorize Kids' Club, should we wish to issue a press release, other public statement, or informational or fundraising materials, whether in print, online or through any other media (collectively, a "Public Statement"), to include a reference to your organization's name, programs and your Kids' Club grant. We may also wish to include photographs or other images of your programs and program participants. You agree to obtain, at the start of your project or program, photo releases or such other documentation as Kids' Club may reasonably request sufficient to authorize Kids' Club to use photos of participants in your project or program in any Public Statement. Kids' Club will give you notice before releasing any information regarding your organization, project or programs, or your Kids' Club grant. You may issue your own Public Statement relating to the grant, as long as you receive prior written approval from Kids' Club. We require that any Public Statement distributed by you relating to your project or program funded by the grant include the credit line "Made possible [in part] by Kids' Club of Tarrytown & Sleepy Hollow" or similar statement, as previously

approved in writing by Kids' Club.

7. Use of Grantee Name and Logo

You hereby grant to Kids' Club a nonexclusive, irrevocable, royalty-free license to reproduce, publish, republish, or otherwise use, in any medium now existing or created in the future, your name and logo in any general listing of grants made by Kids' Club.

8. Grantee Tax Status

You represent that you are currently either (i) a tax-exempt entity described in Section 501(c)(3) of the Internal Revenue Code or (ii) an organization described in Section 170(c)(1) of the Internal Revenue Code. You shall immediately give written notice to Kids' Club if you cease to be exempt from federal income taxation as an organization described in the aforementioned Sections of the Internal Revenue Code or as those Sections are known in the future.

9. Non-Discrimination

In the application of its resources to serve the public interest, Kids' Club gives high priority to equality of opportunity for all members of society. Accordingly, it is expected that in utilizing this grant, you will not discriminate based on an individual's race, color, creed, religion, age, gender, sexual orientation, marital status, disability or any other basis protected under applicable law, except where grantee's activities are undertaken to benefit, or to address the social needs of, particular underserved and underprivileged groups and communities.

10. Grant Termination

Kids' Club may terminate the grant at any time if, in our sole judgment, such action is necessary. By way of illustration and not as a limitation, the following are circumstances in which Kids' Club may terminate the grant:

- a. you become unable to carry out the purposes of the grant or cease to be an appropriate means of accomplishing the purposes of the grant;
- b. you fail to comply with any of the terms, conditions or originally stated goals and objectives of the grant;
- c. you lose your federal tax-exempt status under Section 501(c)(3) or Section 170(c)(1), as applicable, of the Internal Revenue Code;
- d. termination is necessary to enable Kids' Club to comply with the requirements of any law or regulation affecting Kids' Club's status or its responsibilities with respect to the grant; or
- e. the commencement of any action to declare bankruptcy or reorganization for the benefit of creditors.

11. Indemnity

You agree to indemnify, defend and hold harmless Kids' Club and its agents and employees from any liability, loss, cost, injury, damage or other expense that may be incurred by Kids' Club or claimed by any third person against it as result of Kids' Club's funding of the grant, or any action or non-action taken in connection with the project, program or purposes of the grant.

12. Changes; Severability

You may not make any changes, additions or deletions (other than changes, additions or deletions that are insignificant in nature) to the grant project, program or purposes without the prior written approval of Kids' Club. The invalidity in whole or in part of any provision of these Grant Terms and Conditions shall not affect the validity of any other provision.

13. Non-Transferability; No Joint Venture

Except as specifically set forth in your grant application as approved by Kids' Club, you may not assign, transfer, create a security interest in, use as collateral or otherwise dispose of the grant whether voluntarily or by operation of law.

Neither our award of the grant nor your grant application, including these Grant Terms and Conditions, implies or creates, or is intended to imply or create, a relationship between Kids' Club and you as partners in a legal partnership, joint ventures, agents or representatives.

14. Authority to Bind

Grantee represents and warrants that the signatory to its grant application had, at the time of execution of the grant application, full power and authority to execute the grant application on its behalf and to agree on behalf of Grantee to be bound by these Grant Terms and Conditions.



GRANT REPORT FORM

Check appropriate box: INTERIM REPORT FINAL REPORT

Legal Name of Your Organization:			
Address:			
Tax-Exempt ID Number:			
Executive Officer or Contact Person: Name & Title Phone Email			
Grant Term:	From:	To:	
Total Amount of Grant Award:	\$	For Interim Reports Only, Grant Funds Received To Date:	\$
Title of Program for Which Grant Was Received:			
<p>Summary Narrative. Please attach a brief narrative of your program accomplishments to date, including how this grant has impacted your organization. Please also specify (i) the number of children and/or families participating in your program at both the start date and the end/interim date, (ii) among those children/families participating, how many are considered underserved, (iii) the age range of participating children, (iv) how many children/families are from Tarrytown vs. Sleepy Hollow, and (v) any changes or modifications to your program as it was described in your original grant application, including any changes in other funding sources, or any changes to your organization or parent organization that would impact your program.</p>			
<p>Please Check: <input type="checkbox"/> Summary Narrative Attached</p>			
<p>Interim or Final Budget. Please attach an interim or final (as appropriate) line-item budget, showing how all grant funds provided to date have been used. Please also explain any variation in the budget from the budget originally submitted with your grant application. For Final Reports Only: Any unused funds must be returned to Kids' Club along with the final report.</p>			
<p>Please Check Appropriate Box: <input type="checkbox"/> Interim Budget Attached <input type="checkbox"/> Final Budget Attached</p>			
<p>I confirm that all funds have been spent in accordance with the terms of the grant. By my signature below, I affirm the accuracy and completeness of the information provided in this report and that I am duly authorized to submit this report.</p>			
Signature:			
Name & Title:		Date:	
<p>Return this form by email to: Debra Stewart, Co-Chair, Outreach Committee, at debrastewart03@gmail.com. An originally signed copy should also be mailed to: Kids' Club of Tarrytown & Sleepy Hollow, Inc. • P.O. Box 8544 • Tarrytown, NY 10591 Attn: Debra Stewart</p>			