



## GRANT APPLICATION GUIDELINES

### **KIDS' CLUB MISSION:**

Kids' Club of Tarrytown & Sleepy Hollow, Inc. is an all-volunteer organization that provides support for under-resourced youth. We raise funds, award grants, and offer funding support and advocacy for basic needs, educational programs and enrichment activities to benefit children and families in our community.

### **WHO IS ELIGIBLE TO RECEIVE A GRANT?**

In order to fulfill our mission and be effective stewards of the donations that we have received, Kids' Club accepts requests from organizations for programs or services that share the same goal of improving the lives of under-resourced youth and their families in Tarrytown and Sleepy Hollow.

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
- Program Narrative and Budget (please see guidelines on page 6)
- 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 for your organization\*

\* 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 scan and email your completed and manually signed application by either April 1 or November 1 to Char Weigel, Co-Chairperson, Outreach Committee at [outreach@kidsclubtarrytown.org](mailto:outreach@kidsclubtarrytown.org) or [caweigel@verizon.net](mailto:caweigel@verizon.net).



Please complete all sections and attach information requested:

<b>Legal Name of Your Organization:</b> ***	
*** 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.	
<b>Date Application Prepared:</b>	
<b>Address:</b>	
<b>Contact Person:</b> Name & Title Phone Email	
<b>Organization Website:</b>	
<b>Tax-Exempt ID Number:</b>	

**1. SUMMARY INFORMATION ABOUT YOUR FUNDING REQUEST (ATTACH ADDITIONAL SHEET IF NEEDED):**

<b>Name of Project or Program:</b>	
<b>One- to two-sentence summary description of the purpose of your project or program:</b>	
<b>Project or program timing:</b> Begin: End:	
<b>Total Amount Requested:</b>	\$
<input type="checkbox"/> <b>Amount of Request for Each Calendar Year:*</b> <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>	2025: \$ 2026: \$

<input type="checkbox"/> <b>What is the total cost of your project or program for which you are requesting funding?</b>	<p style="font-size: 2em; margin: 0;">\$</p>
<input type="checkbox"/> <b>If your program's or project's funding request has increased or decreased from last year, please explain why.</b>	
<input type="checkbox"/> <b>How many children and/or families will benefit vs. children and/or families from Tarrytown &amp; Sleepy Hollow (if different)?</b>	
<input type="checkbox"/> <b>What are the other sources of funding to help pay for your project or program?</b>	
<input type="checkbox"/> <b>How will you publicly acknowledge Kids' Club funding of your project or program?</b>	



**2. Information About Your Organization:**

<p>Please attach as a separate sheet a Program Narrative and Budget, following the guidelines on page 6 of this application.</p> <p><b>Program Narrative and Budget attached?</b></p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p><b>Do you currently have, or have you had in the past, a grant from Kids' Club?</b></p> <p>If yes, please provide the requested information for the most recent grant (attach additional sheet if necessary). If Kids' Club has funded more than one program, please provide this information for the most recent grant for each different program.</p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><b>Term:</b></p> <p><b>Amount:</b></p> <p><b>Purpose:</b></p>
<p><b>For 501(c)(3) organizations only: Is your organization currently in good standing under Section 501(c)(3) of the Internal Revenue Code?</b></p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If no, please explain (attach additional sheet if necessary):</p>
<p><b>Has your organization been the subject of any investigation, fine or penalty by the Internal Revenue Service or any other regulatory authority?</b></p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, please explain (attach additional sheet if necessary):</p>



### 3. Additional Information:

Please attach the following additional information:

- A. List of names of all Directors or Trustees and Officers\*
- B. 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). **NOTE:** If the application is being submitted by a sponsoring organization, please attach a description of the relationship and a copy of the sponsorship agreement.
- C. Most recent Form 990 as filed with the IRS\*
- D. Most recent year-end financial statements (audited if available)\*
- E. Current year operating budget for your organization\*

\* 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.

### 4. 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 originally and in electronic form this Grant Application on your organization's behalf and to agree to be bound by the Grant Terms and Conditions.

\_\_\_\_\_  
*LEGAL NAME OF ORGANIZATION (PLEASE PRINT)*

By: \_\_\_\_\_  
*Name of Authorized Signatory (please print)*

\_\_\_\_\_  
*Manual Signature of Authorized Signatory*

\_\_\_\_\_  
*Title of Authorized Signatory*

Date: \_\_\_\_\_, 20\_\_\_\_



## PROGRAM AND NARRATIVE GUIDELINES

### **GUIDELINES:**

In 2 to 3 pages, please provide the following:

#### **1. PROPOSAL SUMMARY**

In 3 to 5 sentences, state the amount of funding requested and a general description of the project or program (referred to below as “program”) that will make use of the funds.

#### **2. ORGANIZATION DESCRIPTION**

Please provide a short history of your organization and its structure and mission.

#### **3. PROGRAM DESCRIPTION**

Please describe briefly the needs to be addressed by the grant in the Tarrytown and Sleepy Hollow community, including:

- How the program furthers both your organization’s mission and the mission of Kids’ Club.
- Whether any other organizations in the community are providing services similar to the program.
- The target population of the program and the number of children and families you will reach. Specifically, please provide separate numbers for children and/or families from each of (a) Tarrytown, (b) Sleepy Hollow and (c) other communities as a whole.
- The number of under-resourced children and families as compared to non-under-resourced children and families who will benefit from the program, and how you will determine whether children and families are under-resourced.
- Additional criteria to be used to select participants in the program, if any.
- The program goals and action plans, including the program timeline, and if applicable, the past success of the program.
- How will you evaluate the success of the program.

Please feel free to include any marketing materials, research or news articles that will provide additional information about the reason for the program and how your organization plans to implement it.

#### **4. PROGRAM BUDGET**

Provide a budget showing the categories of both expenditures and revenues (including grant funding) required for the program. Please state how funding from Kids’ Club will be used toward the budget and how you will complete the program if Kids’ Club does not fund the entire amount you are requesting.



## 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. These terms and conditions are subject to change from time to time. 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 (referred to below as the "program") 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. Repayment and Return of Grant Funds

We reserve 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 return any portion of the grant which has not been expended for the purposes supported by the grant 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 or permitted 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 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 program in any Public Statement. Kids' Club will give you notice before releasing any information regarding your organization, your programs, or your Kids' Club grant. You may issue your own Public Statement relating to the grant. 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.

**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 Modification or Termination**

Kids’ Club may modify or 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 modify or terminate the grant:

- a. you have failed to comply with these Grant Terms and Conditions;
- b. you become unable to carry out the program or cease to be an appropriate means of accomplishing the purposes of the grant;
- c. you fail to comply with any of the originally stated goals and objectives of the grant or these Grant Terms and Conditions;
- d. you lose your federal tax-exempt status under Section 501(c)(3) or Section 170(c)(1), as applicable, of the Internal Revenue Code;
- e. modification or termination is necessary to enable Kids’ Club to comply with the requirements of any law or regulation affecting Kids’ Club’s status, or to protect the reputation of Kids’ Club;
- f. modification or termination is necessary to protect the charitable objectives of Kids’ Club; or
- g. the commencement of any action to declare your 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 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 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 originally and in electronic form the grant application on its behalf and to agree on behalf of Grantee to be bound by these Grant Terms and Conditions.

**15. Signatures/E-delivery**

A manually signed copy of the grant application or grant award letter, or any modifications thereto, delivered by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy.



**GRANT REPORT FORM**

**Complete after program funded by grant has concluded or grant funds fully used**

<b>Legal Name of Your Organization:</b>		
<b>Address:</b>		
<b>Contact Person:</b> Name & Title Phone Email		
<b>Grant Term:</b>	<b>From:</b>	<b>To:</b>
<b>Total Amount of Grant Award:</b>	\$	
<b>Title of Program for Which Grant Was Received:</b>		
<p><b>Summary Narrative.</b> Please attach a <b>brief</b> narrative describing the success of your program, including whether program goals, action plans and/or timelines described in your grant application were met. Please also specify (i) the number of children and/or families participating in your program at both the start date and the end date, (ii) among those children/families participating, how many are considered under-resourced, and how is this determined, (iii) the age range of participating children, (iv) how many children/families are from Tarrytown vs. Sleepy Hollow vs. other communities, and (v) any changes or modifications to your program from how 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><b>Please Check:</b> <input type="checkbox"/> <b>Summary Narrative Attached</b></p>		
<p><b>Final Budget.</b> Please attach a final line-item budget showing how all grant funds provided or pledged to date have been used and showing actual expenditures and revenues as compared to the budget submitted with your grant application. Please also explain any variation in final numbers from the budget originally submitted with your grant application. Any unused funds must be returned to Kids' Club along with the final report via check made out to "Kids' Club of Tarrytown &amp; Sleepy Hollow, Inc." Checks should be mailed to Kids' Club of Tarrytown &amp; Sleepy Hollow, P.O. Box. 8544, Tarrytown, NY 10591.</p>		
<p><b>Please Check:</b> <input type="checkbox"/> <b>Final Budget Attached</b></p>		
<p>I confirm that all funds have been spent in accordance with the terms of the grant (other than any funds being returned to Kids' Club herewith if this is a final report). By my manual 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 on behalf of the organization listed above.</p>		

# Kids' Club

of Tarrytown & Sleepy Hollow

Signature:			
Name & Title:		Date:	
<p style="text-align: center;">Please scan and return this completed form by email to: Char Weigel, Co-Chairperson, Outreach Committee, <a href="mailto:outreach@kidsclubtarrytown.org">outreach@kidsclubtarrytown.org</a></p>			