



# 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 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 before on October 15. 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, 2014. To learn more about the way clubs can access and utilize funds once granted please see pages see the Key Club International 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](mailto:yof@kiwanis.org).

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

Grant requested for    Individual    Club    Club name:    Club ID#:

High school address:

City:    State/province:    Zip/postal code:

School phone number:    Home/cell 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 adult advisor to complete the following information.

Name:

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:

One-sentence description of project:

Community need(s) that your project addresses:

How will your project aid the need(s) stated above?

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

If this project will be repeated, how will you make it self-sustaining in the future?

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?



	Total cost:	

Which elements of your project do you plan to support through donations or independent fundraising?

What is the total amount of money that you are requesting?

Additional comments concerning the budget:

## 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](mailto: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:

3636 Woodview Trace  
Indianapolis, IN 46268-3196, USA  
Attn: YOF Application

**If you have any additional questions, please email [yof@kiwanis.org](mailto:yof@kiwanis.org).**