

Application Instructions

(Please Read Instructions Carefully)

The Monument Hill Foundation, the charitable arm of the Monument Hill Kiwanis Club, has an annual granting program. We grant to charities as defined by IRS, to various qualifying youth activities, and to schools for various educational activities and scholarships. Our 'call' period when the application will be accepted for consideration this year is **April 1 through May 15th. Requests will not be accepted before or after the period indicated.**

Checks covering approved grants will be distributed starting the following October through the ensuing year as the needs of recipients and the availability of funds may dictate.

We are trying to make it easier to make and process requests this year. For this reason, 2017 Grant Requests will be accepted only if you use the computer-based form that can be accessed by clicking the "App Form" button below. Before you start, though, we advise you to take the time to round up in advance **electronic copies** of support documents (scanned or otherwise) we will require as described in the following table. These vary depending on the nature of your organization:

If your organization is:	We will need a copy of:
A <u>non-governmental</u> , charitable service organization	A copy of info you distribute to the public – flyer, ad, web page printout, etc. – that describes your organization's mission and the geographic area you cover.
Any of the above that are IRS-approved 501(c)(3) charities. (Make sure your EIN number is included somewhere on your submission. (Two documents are required, each with an alternative, as shown in the two right hand column boxes for this category)	Your current IRS Determination Letter - or - Your written certification that your IRS 501(c)(3) status is current.
	Your current IRS Form 990 or short-form equivalent - or - A certified statement of the amount your organization spends on admin and fundraising, and a list of officers annotated to reflect whether or not they are compensated and, if so, how much each officer receives.

Click the APP Button below. If you have the documentation you need on your computer and have printed a copy of the following step-by-step instructions for ready reference as you go (recommended), you can fill out the form in about 15 minutes. If, for some reason, you are interrupted during the process, you can check the 'SAVE MY PROGRESS' checkbox at the bottom of each page of the form and come back to complete it later.



Step-by-Step Instructions

1. The first page is self-explanatory. It asks that you identify your organization, the name of your organizational point of contact, and contact information for that person. If you are a 501(c)(3) charitable organization recognized by the IRS, please check the indicated box. On this step, be careful to provide answers in the asterisked (required) responses. If you put a response in the wrong box, the form will alert you. In this case check to see you haven't, for example, missed an asterisked box. When you correct the item, click "Continue to next page".

2. On page 2, use the box provided to type in a description of your project and how it complements or furthers your organizational mission, as well as that of the Foundation as stated at the top of the form's page.

3. Next, enter the amount you are requesting for your project, the estimated total project cost, and the minimum amount that would be useful for the project. For example, assume you are buying things in multiple copies – e.g. bicycle helmets for school kids; and half the money would pay for half the helmets. If that would be useful to your organization, we might be able to provide the lesser amount, even if we cannot meet the full request. If the project is not severable, then indicate how you would plan to make up the funding shortfall if we provide only a lesser, or even the minimal amount, and/or if you intend to make or already have made requests of other organizations to help fund your project? If so, which organizations and how much from each? We also want to know when you need the funds after October 1st – a NLT date, and whether you have already asked, or intend to ask others for funds for this same project. Then please "CONTINUE" to Page 3.

4. While we very much hope we can support your organization this year, we also hope we can support organizations such as yours for many years to come. That depends on our ability to attract like-minded Kiwanis members to our organization so as to sustain our ability to raise funds for the Foundation. So it is important that those residing in our area – in the Tri-Lakes area in northern El Paso County – understand what we do, which organizations and services we support, and why they are important to our community. (The last of these, of course, supports your organization as well.)

So, please take a moment in closing to tell us how you would publicly acknowledge our gift commensurate with its significance to your program, especially focusing on media serving our Tri-Lakes area. Anything from a notice to your members, a letter to the editor, or similar acknowledgement will be very much appreciated.

5. Finally, attach the requested documentation to your application (See the above table). You can add documents you want to include by clicking the "SELECT FILES" button once for each new file you want to add and then clicking on the desired document on your computer's file menu. When finished, Click the "Review completed form" button to check your entries .

If you need to go back to a page to complete or correct entries, do so now. Then you are done. When the form is complete, though, we recommend you print a copy for your records before clicking the 'SUBMIT' button by using the print feature of your browser. Then click "Submit". That, in turn, will transmit your application to our Director of Granting who will acknowledge receipt to your email address. (You cannot reply to the receipt message.)

Thank you for your grant request. We will let you know
by the end of the summer if we are able to help.