



Kiwanis Club of

Downtown Madison

Robert and Carroll Heideman Community Service Grant

The Guiding Principles of Kiwanis International

To give primacy to the human and spiritual values of life

To encourage daily living of the Golden Rule

To promote higher social, business and professional standards

To develop a more intelligent, aggressive and serviceable citizenship

To provide a means for forming enduring friendships and building a better community

To cooperate in creating idealism that promotes justice and patriotism

In keeping with the Kiwanis Club of Downtown Madison's long history, its guiding principles and its dedication to the ideals of community service, the Club offers two annual Community Service Grants to support nonprofit organizations and agencies that

1. have a past record of excellence or demonstrated potential for success;
2. propose or demonstrate a thoughtful, creative, and practical response to critical community needs.

Nonprofit agencies meeting the above qualifications can apply for support for new or on-going projects/programs. Grant funds should be used to support a specific program, not for general operating funds. Preference will be given to projects that demonstrate the ability to sustain the project/program after the award year has ended, as well as to those that focus on people, rather than equipment.

- + The grant amount of \$5,000 each will be presented to two awardees in 2026.
- + The 2026 grant application must be postmarked no later than **July 16, 2026**
- + Nonprofits may receive the award no more than once in any three-year period.

- + Applicants will be notified of their acceptance or rejection by early September.
- + The Awards Banquet is scheduled for the evening of Tuesday, October 6, 2026.
- + The 2026 recipients will be expected to give only brief remarks at that time, but will be asked to make a half-hour presentation at a weekly club meeting, dates to be determined.

Please complete the accompanying application form and send seven copies to

Kiwanis Club of Downtown Madison

c/o Dick Hammerstrom

5717 Hammersley Rd, Madison WI 53711

or send a single copy to morchez@sbcglobal.net.

If you have additional questions regarding the application or the award, please call Dick Hammerstrom at (608) 347-6561 or email him at morchez@sbcglobal.net



Kiwanis Club of Downtown Madison
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Application Submitted _____
(date)

Application No. _____
(will be supplied by Kiwanis)

Documents needed:

1. A copy of your Internal Revenue Service tax-exempt determination letter
2. Your most current organizational income and expense budget
3. Your most recent annual report, if available
4. Proposed project budget

Mail **ONE** copy of application, budget, and attachments by USPS to
Kiwanis Club of Downtown Madison or send one copy by e-mail to

c/o Dick Hammerstrom
5717 Hammersley Road
Madison WI 53711

morchez@sbcglobal.net

We ask that **NO additional materials** be sent.

Please keep to the given margins and spacing.

Only one application per organization will be accepted.

Application must be postmarked no later than **July 16, 2026**

The review committee will make its decisions by early September.

Complete the following organization information:

Name _____

Address _____

Telephone Number _____

E-mail _____

Website _____

Name - Contact Person _____

Title – Contact Person _____

1. Organization Mission Statement

2. Organization History and Goals

**3. Purpose and objectives of program/project for which Kiwanis funds are being sought.
Explain why the project is needed and the impact it will have on our community.**

4. List and describe the program/project activities that will take place during the course of the grant period -- October 2026 through September 2027.

5. Estimate the number of individuals that will be served by and benefit from the project. Please estimate the cost and benefit of the project for each individual.

6. How will you evaluate the success of the proposed program or project?

7. Budget (see Addendum: Sample Budget). On a separate page, submit a line-item budget, which details all expenses and all revenues, both those from Kiwanis and from other sources, if applicable.

8. What impact will Kiwanis funds have on the project?

9. How will the project be sustained after the award year is ended?

10. How will the Kiwanis Club of Downtown Madison be acknowledged?

This application must be signed by the Chief Executive Officer or the President of the Board of Directors.

Signature _____ Title _____

Printed name _____

Date _____

To repeat, **enclose one** copy of each of the following if sent by USPS
or send one copy each, if sent by e-mail:

- 1) IRS Certification of nonprofit status
- 2) Operating organizational budget for the current year
- 3) Annual report (if available)
- 4) Projected budget for the Kiwanis award

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Thank you for your interest in the Kiwanis Club of Downtown Madison
Robert and Carroll Community Service Grant.

Addendum:**SAMPLE BUDGET FORMAT**

List all sources of income and all expenses related to the proposed project or program.

Indicate the **amount of funds requested from Downtown Kiwanis and those requested from other sources**. Note whether funds from other sources have been received or are anticipated.

<u>Expenses</u>	<u>Amount</u>
Salary and Benefits:	
Program Manager	
\$ hr x hrs/wk x #wks or	
total salary & benefits	\$0.00
x % time on project	
Space	\$0.00
Supplies	\$0.00
Postage/Photocopying	\$0.00
Equipment purchase/rent	\$0.00
Transportation/Travel	
Other expenses (list)	\$0.00
TOTAL PROJECT EXPENSES	<u>\$0.00</u>

Revenues

Mark funds secured S or anticipated A

Kiwanis Club of Downtown Madison	A	\$0.00
Other (Name)	S	\$0.00
Other (Name)	A	\$0.00
In-kind contributions	S	\$0.00
Project/Program Revenues or Fees	A	\$0.00
TOTAL PROJECT REVENUES		\$0.00

Total project Expenses must equal total project revenues.