

**Foundation for  
Mentally Retarded & Handicapped Children  
Chesapeake District – Civitan International, Incorporated**

**NEW MEMBER INCENTIVE GRANT PROCESS**

Our Foundation is currently providing an opportunity for any Chesapeake District Civitan to earn the right to designate a \$500 grant to any 501(c)3 organization that is currently providing services that benefit the needs of citizens that are mentally challenged.

This Grant privilege can be earned by the successful sponsorship of a new Civitan member. To be a successful Civitan, the sponsor should assist the new member in introducing the new member to all members of the club, learning our Creed, reviewing committees, and possibly becoming a committee member.

This “New Member Grant” is not available for new members into a newly established Civitan club. The club must be in existence and in good standing (all dues paid current) for a minimum of one year before qualifying.

To qualify for a “New Member Grant,” the following criteria must be fulfilled.

1. The Membership application must be completed and appropriate fees paid.
2. The new member will participate in a formal Initiation Ceremony.
3. The new member will attend at least four Civitan Club meetings or service projects during the next quarter.

Upon successful completion of the required criteria, one copy of the following Foundation forms must be completed and submitted to the Foundation Treasurer:

1. New Member Incentive Grant Certification form (Revised 08/2011)
2. Application for Grant (Revised 08/2011)
3. Most recent copy of IRS 501-C3 Determination Letter or equivalent

**New Member Grants will not be awarded without all required documentation.**

*\* The Application for Grant form must be included for all grants disbursed by the Foundation for Mentally Retarded & Handicapped Children Chesapeake District – Civitan International, Inc. in order to continue to operate as a public funded corporation.*

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**NEW MEMBER INCENTIVE CERTIFICATION**

As a successful sponsor of a new Civitan in our Club you have earned the \$500 grant privilege. We hope that you will become a regular SPONSOR OF NEW CIVITANS IN OUR CLUB.

You are now ready to submit your application for the grant by presenting the application to our club secretary and reviewing the Civitan development that you have completed with and for our new Civitan.

The items that you specifically need to discuss with our Club Secretary are as follows:

1. The sponsor has assisted the new Civitan with the completion and submitted a membership application and have arranged for the necessary fees to be paid.
2. The new member participated in the Initiation Ceremony.
3. The new member has attended an additional four Civitan Club meetings, Outings and/or Civitan Sponsored work projects, i.e. placing a candy box, selling Claxton fruit cake, joining in on a club service project.

I, \_\_\_\_\_ of \_\_\_\_\_ Civitan Club hereby certify that our newest Civitan, \_\_\_\_\_, has graciously completed all requirements to becoming a working Civitan and that their Sponsor and I have discussed the above noted developments have occurred and I approve of this grant application.

\_\_\_\_\_  
Secretary Signature

\_\_\_\_\_  
Date

*This form must be submitted for each new member to the Foundation Treasurer along with the Grant Application Form including all required documentation.*

*It is suggested that the club retain a complete copy of the submitted certification packet.*

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**APPLICATION FOR GRANT**

**Please complete the required information below. Then print, sign, and attach this Application for Grant form as the first page of your Grant Application Packet.**

Date: \_\_\_\_\_ Name of club requesting grant: \_\_\_\_\_

Amount requested: \_\_\_\_\_ When needed: \_\_\_\_\_

Organization to receive funds: \_\_\_\_\_

Address: \_\_\_\_\_

For further information, if required, contact: \_\_\_\_\_

Signature of Club President or Secretary: \_\_\_\_\_

Printed name: \_\_\_\_\_ Title: \_\_\_\_\_

**ATTACH THE FOLLOWING DOCUMENTS**

1. Most recent copy of IRS 501-C3, Determination Letter or equivalent. \*
2. Detailed statement of purpose of proposed grant.
3. Degree of involvement by Civitans, including financial support.
4. Total amount required for proposed project and source of other funds.
5. Copy of latest audit or current official financial statements.
6. Any other information which will aid the Foundation in making a decision on this request, including endorsement(s) from other Civitan Clubs.
7. Statement of previous grant request(s) (over past 5 years) by your club and amounts granted.
8. If more than one club is involved in grant request, all club presidents must sign grant application.

The organization receiving the grant must provide to the Foundation in a written statement, or an oral presentation at a future Foundation meeting (with pictures, if possible), proof of compliance with #2 “Purpose” requirements.

**Five (5) copies\*\* of this Application for Grant form and all attachments must be received by the Foundation’s President no later than 45 days in advance of the next Foundation meeting, in order to be considered at that meeting.**

**\* This is the only attachment required for New Member Incentive Grants.**

**\*\* New Member Grants only require one copy of application and 501-C3 Determination Letter.**