



Foundation for children  
with intellectual and  
developmental disabilities

## GRANT APPLICATION FORM

ALL GRANTS MUST BE SUBMITTED THROUGH A  
CIVITAN CLUB OF THE CHESAPEAKE DISTRICT

[www.fcidd.org](http://www.fcidd.org)

[www.chesapeake-district.org](http://www.chesapeake-district.org)

### Section 1: Club and Grant Information (Required)

<b>Civitan Club Requesting Grant:</b> _____	<b>Club No.:</b> _____
<b>501(c)(3) Organization to receive funds:</b> _____	
A. Amount Requested from Foundation: _____	B. Amount of Chesapeake District Civitan Club Participating Funds: * _____
<b>Total funds requested (A+B)</b> _____	<b>Date Needed</b> _____

*\*Checks will be issued for total approved amount of grant request upon Foundation receipt of club participating funds*

### Section 2: Type of Request (Required)

- a. Membership Grant Request (Select type of Membership Grant Below)
- New Member Incentive Grant (Include Required Documentation Items 1, 2, and 12)  
Choose one:  Adult Civitan member  Junior Civitan member  Campus Civitan member
- New Club Sponsor Grant (Include Required Documentation Items 1, 2, and 13)  
Choose one:  Junior Civitan Club  Campus Civitan Club
- b.  Project Grant Request – (Include Required Documentation Items 1 through 11). Submit **no later than 45 days in advance** of the next Foundation Director meeting in order to be considered for the current grant cycle. **Note:** A member of the club submitting a Project Grant Request **MUST** attend the Director's meeting at which this grant is to be voted upon.
- c.  Disbursement of Club Funds Held by Foundation (Include Required Documentation Items 1 and 2)
- d.  Specific Endowment Fund Disbursement (e.g., Glen Burnie, Washington) – (Include Required Documentation Item 1 and 2)

### Section 3: Required Documentation as Listed in Section 2

- Grant Application Form. The Grant Application form must be included for all grants disbursed by the Foundation for Children with Intellectual and Developmental Disabilities in order to continue to operate as a public funded corporation.
- Most recent copy of IRS 501(c)(3) Determination Letter or equivalent.
- Detailed statement of purpose of proposed grant.
- Degree of involvement by Civitans, including financial support.
- Total amount required for proposed project and source of other funds.
- Vendor estimate or proposal of expenses for large projects or items.
- Copy most recent audit or current board approved financial statement. (e.g., copy of most recent audit, profit/loss statement)
- Copy of most recently filed IRS 990 form for applicant organization. Please see note on next page for clarifying instructions on this item.\*
- Copy of club minutes supporting the grant request.
- Any other information which will aid the Foundation in deciding on this grant, including endorsement(s) from other Civitan Clubs.
- If more than one club is involved in grant request, each club must submit a grant application cover page and provide approved minutes supporting the request.
- New Member Incentive Grant Certification Form. (Located at [www.chesapeake-district.org](http://www.chesapeake-district.org) or [www.fcidd.org](http://www.fcidd.org))
- New Club Sponsor Grant Certification Form. (Located at [www.chesapeake-district.org](http://www.chesapeake-district.org) or [www.fcidd.org](http://www.fcidd.org))

## Section 4: Payment Information (Required)

<b>Mail Check to:</b>	
Name: _____	Phone: _____
Address: _____	
Additional Instructions to FCIDD: _____	

## Section 5: Certification of Club Officers (Required)

<b>Two Current Club Officer Signatures Required for Approval</b>	
We hereby certify that we have reviewed this application and required documentation. It is understood that the committee may, at its discretion, deny this application due to being incomplete, illegible, or inaccurate in its entirety.	
_____ <i>Signature of Club Officer 1</i>	_____ <i>Date</i>
Printed name: _____	Title: _____
Email: _____	Phone: _____
_____ <i>Signature of Club Officer 2</i>	_____ <i>Date</i>
Printed name: _____	Title: _____
Email: _____	Phone: _____

## Section 6: Application Submission Information

- Grant Documentation should be sent by email to: [FCIDD1948@gmail.com](mailto:FCIDD1948@gmail.com)
- All sections of this document must be completed entirely, and all items must be completed legibly.

## Section 8: Approval/Disbursement timelines

Type of Request	Approval Process	Distribution of Funds
Disbursement of Club Funds Held by the Foundation OR Specific Endowment Funds Disbursement	President ensures proper signatures and documentation is received and forwards to the Treasurer for payment	The Foundation Treasurer will issue payment upon receipt from the President
Project Grant Request	Must be received by the Foundation President 45 days prior to the next Foundation Director's meeting. President ensures proper signatures and documentation is received. Application is forwarded to Grant Committee for review and recommendation to the Executive Committee.	Upon Executive Committee and Board of Director approval, the Foundation Treasurer shall pay out the grant based on whatever schedule has been approved after receiving the Civitan Club contribution, if any.
Membership Grant Request	President ensures proper signatures and documentation is received. The application is forwarded to the Treasurer who will approve the eligibility. The Treasurer will present all New Member grants received for approval to the Executive Committee of the Board.	Within 10 days of approval, these grants shall be paid by the Foundation Treasurer.

Please see FCIDD Bylaws, Policy 6: Grant Awards Policy and Procedure for additional information or instruction.

**\* CLARIFICATION ON 990 SUBMISSION:** Copy of the most recently filed Form 990 or equivalent. We understand not all organizations file their 990 on the same schedule. If the organization's most recent 990 filing or similar is older than their most recent fiscal year end, and the organization is within the standard filing window for their most recent fiscal year (approximately 4 ½ months after fiscal year end), the most recent filing will suffice as long as it is for the year immediately prior. If the organization is past their 990 or similar filing deadline for the most recent fiscal year, please provide the most recent 990 as well as proof of extension filing (IRS Form 8868). If the organization is past the extension window (cumulative 10 ½ months from recent fiscal year end) and has not filed for the most recent year, please submit the most recent 990 or similar, any and all extension forms, as well as a written explanation regarding the reasons for a recently missed 990 filing.