

11/10/04



Kiwanis Club of Los Altos Foundation

Criteria for Grants

A. Eligibility Criteria

1. Legal

a. Grants will be made primarily to organizations that serve the greater Los Altos area that are exempt under Internal Revenue Code section 501(c)(3).

b. The Chair of the Grants Committee may request an IRS Form 990 from any organization whose tax exempt status is unclear.

2. Eligible Recipients

a. Preference will be given to requests for grants that will benefit either youth or seniors.

b. Grants may also be made to support the Los Altos High School Key Club, the Foothill College Circle K Club, and any other organization sponsored by the Los Altos Kiwanis Club.

c. The Kiwanis International Foundation and the Kiwanis Cal-Nev-Ha District Foundation, in order to promote the objectives of Kiwanis.

d. Scholarships to graduates of high schools in the Mountain View - Los Altos High School District who are planning to attend either Foothill College or DeAnza College, or any other California Community College. These scholarship grants will be awarded by a Kiwanis committee chaired by the Immediate Past President of the Kiwanis Club of Los Altos and paid to the Financial Aid Office of the college for the student's account.

e. Except for such scholarship grants, grants will normally not be made to, nor for the benefit of, specific individuals.

f. Grants of \$1,000 or more will normally not be made to any greater Los Altos area organization that does not have a representative as a member of the Kiwanis Club of Los Altos. Such organizations shall be encouraged to have a representative join Kiwanis.

g. No grant shall be made to a political or profit-making organization.

h. All grants must comply with all applicable Federal, State and local laws, rules and regulations and must not jeopardize the tax-exempt status of the Kiwanis Club of Los Altos Foundation.

B. Grant Approval Procedures

1. At the start of each Kiwanis fiscal year, a Grants Committee appointed by the President will prepare an annual grants budget , including the following:

a. Grants to specific organizations expected to be made.

b. Charitable expenses expected to be incurred.

c. An amount for grants to be made within the discretion of the Grants Committee.

d. An amount for unbudgeted requests for grants that are anticipated to be received, to be submitted to the Board of Directors for approval.

e. The budget shall take into account the amount of funds estimated to be available for grants during the year, and the Grants Committee may from time to time recommend to the Board that it revise such budget during the year.

When unbudgeted requests for grants are received during the year, the Grants Committee will periodically review them and recommend appropriate action to the Board of Directors.

2. Grants will normally not be made unless the recipient has submitted a written request stating the purpose for which the grant is requested.

3. Upon receipt of a request for a grant from an organization included in paragraph B 1 a, above, the Treasurer shall, upon receipt of the request issue a check for not more than the amount included in the budget, without further action by the Grants Committee or the Board of Directors.

4. Upon receipt of a request for a grant from an organization included in paragraph B 1 a, above, for more than the approved amount, the Grants Committee shall

consider such request in accordance with its customary procedures, and submit its recommendation to the Board regarding the amount of increase requested.

5. a. Upon receipt of a request for a grant from an organization not included in paragraph B 1 a, above, the Grants Committee shall consider such request and may, in its discretion, approve such grant; provided that no single grant may exceed the sum of \$250, nor may the total of all such grants during the Foundation's fiscal year exceed the total approved in the budget under paragraph B 1 c, above.

b. In the event the Grants Committee rejects a request from an eligible recipient that falls within the provisions of paragraph 5a, the Committee shall report such rejection to the Board at its next regular meeting.

6. Requests for grants from eligible recipients that do not fall within paragraphs B2-5 above shall be considered by the Grants Committee in accordance with its usual procedures. The Committee shall make a recommendation to the Board of Directors at its next regular or special meeting.

7. Nothing contained herein shall preclude the Board of Directors from approving a request not in compliance with these procedures, but such action shall require the affirmative vote of a majority of the Board of Directors.

8. Any grant of \$500 or more to a greater Los Altos area organization must normally be accepted in person by a representative of the recipient organization at a Tuesday meeting Kiwanis Club of Los Altos, rather than being mailed to such organization.