



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.chesapeakedistrict.org

**This form is required as the first page of all Grant Application Packets.
All items must be completed legibly. Supporting documentation should be
mailed or emailed to the addresses listed on Page 2 of this application.**

Type of Request – Required Documentation Items Listed on Page 2

- Disbursement of Club Funds Held By Foundation (Include Item 1)**
- New Member Incentive Grant (Include Items 1 and 10)**
Choose one: **Adult Civitan member** **Junior Civitan member**
- New Club Sponsor Grant (Include Items 1 and 11)**
Choose one: **Adult Civitan Club** **Junior Civitan Club**
Name of New Club: _____
- Specific Endowment Fund Disbursement (e.g., Glen Burnie, Washington, etc.) – Include Item 1**
- Unrestricted Funds Grant Request - Include Items 1 through 9 and submit no later than 45 days in advance of the next Foundation meeting in order to be considered for the current grant cycle.**

Civitan Club Requesting Grant: _____ **Club No.:** _____

501(c)(3) Organization to receive funds: _____

Total funds requested (A+B) _____ **Date Needed** _____

A. Amount Requested from Foundation: _____ B. Amount of Chesapeake District Civitan Club Participating Funds: * _____

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

Mail Check to:

Name: _____ **Phone:** _____

Address: _____

Additional Instructions to Foundation: _____

Signatures required on Page 2

**Certification of Club Officers
Two Signatures Required for Approval**

Officer Signature 1 (Required) **Date**

Printed name: _____ Title: _____

Email: _____ Phone: _____

Officer Signature 2 (Required) **Date**

Printed name: _____ Title: _____

Email: _____ Phone: _____

LIST OF REQUIRED DOCUMENTATION

1. Grant Application Form (*The Grant Application form must be included for all grants disbursed by the Foundation for Children with Intellectual and Developmental Disabilities Chesapeake District – Civitan International, Inc. in order to continue to operate as a public funded corporation.*)
2. Most recent copy of IRS 501(c)(3) Determination Letter or equivalent.
3. Detailed statement of purpose of proposed grant.
4. Degree of involvement by Civitans, including financial support.
5. Total amount required for proposed project and source of other funds.
6. Copy of latest audit or current board approved financial statement. (e.g., copy of latest audit letter or current income statement, profit/loss statement)
7. Copy of club minutes supporting the grant request.
8. Any other information which will aid the Foundation in making a decision on this grant, including endorsement(s) from other Civitan Clubs.
9. 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.
10. New Member Incentive Grant Certification Form. (Located at www.chesapeakedistrict.org)
11. Copy of previously filed New Club Sponsor Incentive Grant Certification Form. (Located at www.chesapeakedistrict.org)

**Documentation may be sent by email to: FCIDDTreas@gmail.com
Mailing address: P.O. Box 27581, Towson, MD 21285**