



Foundation for children
with intellectual and
developmental disabilities

NEW MEMBER INCENTIVE GRANT PROCESS

ADULT CIVITAN CLUB

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 children with intellectual and developmental disabilities.

This “New Member Grant” is available for sponsors of new members into any established Chesapeake District Civitan club in good standing according to the Foundation Grant Awards Policy and Procedures. Sponsors of charter, dual or reinstated members are not eligible. ***The eligibility period expires 18 months after New Member’s Date of Entry.***

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

The Civitan Club will certify the following requirements:

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 all requirements, one copy of the following forms must be completed and submitted to the Foundation President:

1. New Member Incentive Grant Certification form (Revised 11/15/2015)
2. Application for Grant (Revised 11/13/2015)*
3. Most recent copy of IRS 501(c)(3) Determination Letter or equivalent

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

** 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.*