



Foundation for children  
with intellectual and  
developmental disabilities

## NEW JUNIOR CLUB INCENTIVE GRANT PROCESS

### JUNIOR CIVITAN CLUB

Our Foundation is currently providing an opportunity for any Chesapeake District Civitan Club who sponsors a New Junior Civitan Club to apply for a \$400 grant to be awarded to Civitan International Research Center (CIRC) on behalf of their Club or to Civitan International as registration for a Junior to attend a Junior Civitan International Convention. To be a successful club sponsor, the sponsor club must assist the club builders in all aspects of building the new junior club including financial and physical support. The \$400 grant is available upon successful completion of the items listed on the New Junior Club Certification form and may be designated as:

- 1) All or a portion of the grant may be awarded to CIRC as a Sno-Do and/or Dance-a-Thon donation on behalf of the sponsor club for the current Junior fiscal year (July 1 through June 30).
- 2) All or a portion may be used toward registration for the Junior Charter President to attend the Junior Civitan International Convention (payable to Civitan International) with any remaining balance to be applied as a donation to either Sno-Do or Dance-a-thon. If the charter President is a Senior at the time of Charter, they are ineligible. The registration would default to the incoming President for Junior Civitan's next fiscal year provided elections are held before the Convention registration deadline and they are a current sophomore or junior.
- 3) Application for the grant funds will expire on June 30<sup>th</sup> of the first full fiscal year after the New Junior Club charters. Junior Civitan's fiscal year is July 1 – June 30. For example, when a new junior club charters in October 2016, the funds expire June 30, 2018.
- 4) When a Junior Club charters in the Junior's fourth quarter (April-June), the club may opt to have their grant funds applied to the next fiscal year's Sno Do, Dance-a-Thon and/or Junior International Convention registrations.
- 5) When two adult clubs co-sponsor a New Junior Civitan Club, the grant may be divided in half (\$200 each) and designated as above with each adult club opting for their own award designations.
- 6) The sponsor club must be in good standing in accordance with the Foundation's policies and guidelines.

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

1. New Junior Civitan Club Incentive Grant Certification form (May 6, 2017)
2. Application for Grant (Revised April 7, 2017)\*

Funding for the FY2016 Pilot Program has been capped at \$2000. Once that maximum has been reached, you will be notified that the program has ended for the year. Only complete grant requests will be accepted and consideration will be on a first-come, first-served basis. Incomplete applications will be returned.

**New Junior Civitan Club 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.*