



Foundation for children
with intellectual and
developmental disabilities

**NEW CLUB SPONSOR
INCENTIVE GRANT PROCESS**

ADULT CIVITAN CLUB

Our Foundation is currently providing the opportunity for existing clubs of the Chesapeake District Civitan to earn the right to designate funds to a 501(c)(3) organization that is currently providing services which benefit the needs of children with intellectual and developmental disabilities.

This “New Club Sponsor Incentive Grant” is available upon the successful chartering of a new *Golden Circle* Civitan club with a minimum of 30 members. A minimum of 27 members must be new to Civitan and may not be dual, transferred or reinstated members.

An additional \$2500 New Club Sponsor Incentive Grant becomes available on the one-year anniversary of the sponsored club given that the new club is still a viable club with at least 30 members.

The club building team is responsible for prompt and accurate reporting of the newly chartered club by providing the information required on the New Club Sponsor Incentive Grant Certification form.

Upon receipt of the New Club Sponsor Certification form, the Foundation records are verified with MCR reports provided by Civitan International. After verification, the amount of \$2500 will be placed in “Club Funds by the Foundation” until the funds are requested by the officers of the sponsoring club.

To request funds, the New Club Sponsor Certification form must be verified and on file. A copy of the Certification form along with the following forms must be completed and submitted to the Foundation:

1. Application for Grant (Revised 04/15/2016)*
2. Most recent copy of IRS 501(c)(3) Determination Letter or equivalent

**New Club Sponsor Incentive 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.*

Revised 11/15/2015
Program Forms Approved 04/15/2015