

**Foundation for
Children with Intellectual and Developmental Disabilities
Chesapeake District – Civitan International, Incorporated**

NEW MEMBER INCENTIVE GRANT PROCESS

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

This “New Member Grant” is available for sponsors of new members into any Chesapeake District Civitan club in good standing. Sponsors of charter members into newly established clubs are not eligible.

To qualify for a “New Member Grant,” the following criteria must be fulfilled.

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

1. New Member Incentive Grant Certification form (Revised 04/12/2013)
2. Application for Grant (Revised 02/14/2015)*
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 Application for Grant 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.*