



Foundation for Children with Intellectual and Developmental Disorders GRANT APPLICATION FORM

www.fcidd.org

**ALL GRANTS MUST BE SUBMITTED THROUGH AN
FCIDD PARTICIPATING CLUB**

Section 1: Club and Grant Information (Required)

Civitan Club Requesting Grant: _____

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

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

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

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

Section 2: Type of Request (Required)

- a. **New Member Grant Request** (For New Adult Civitan Members Only)--Include Required Documentation Items 1, 2, and 3
- b. **Disbursement of Club Funds Held by Foundation**--Include Required Documentation Items 1 and 2
- c. **Specific Endowment Fund Disbursement** (e.g., Glen Burnie, Washington)--Include Required Documentation Items 1 and 2)

Section 3: Required Documentation as Listed in Section 2

1. Grant Application Form. The Grant Application form must be included for all non-project grants disbursed by the FCIDD in order to continue to operate as a public funded corporation. Program grant information and submissions are accessed at www.fcidd.org.
2. Most recent copy of non-profit being supported IRS 501(c)(3) Determination Letter or equivalent.
3. New Member Incentive Grant Certification Form. (Located at www.fcidd.org on the Grants page)

Section 4: Payment Information (Required)

Mail Check to: Charity	
Name of contact : _____	Contact's email: _____
Address: _____	Contact's phone: _____
Additional Instructions to FCIDD: _____	

Section 5: Certification of Club Officers (Required)

Two Current Club Officer Signatures Required for Approval

We hereby certify that we have reviewed this application and required documentation. It is understood that the committee may, at its discretion, deny this application due to being incomplete, illegible, or inaccurate in its entirety.

Signature of Club Officer 1

Date

Printed name:

Title:

Email:

Phone:

Signature of Club Officer 2

Title:

Date

Phone:

Printed name:

Email:

Section 6: Application Submission Information

Grant Documentation should be sent by email to: fciddgrants@fcidd.org All sections of this document must be completed entirely, and all items must be completed legibly.

Section 7: Approval/Disbursement timelines

Type of Request	Approval Process	Distribution of Funds
Disbursement of Club Funds Submitted to the Foundation OR Specific Endowment Funds Disbursement	President ensures proper signatures and documentation is received and forwards to the Treasurer for payment	The Foundation Treasurer will issue payment upon receipt from the President
Membership Grant Request	President ensures proper signatures and documentation are received. The application is forwarded to the Treasurer who will approve the eligibility. The Treasurer will present all New Member grants received for approval to the Executive Committee of the Board.	Within 10 days of approval, these grants shall be paid by the Foundation Treasurer.

Please see FCIDD Bylaws, Policy 6: Grant Awards Policy and Procedure for additional information or instruction.