

Florida Opportunity Fund Application



Dear Applicant,

Thank you for your interest in the Florida Opportunity Fund (FLOF)! The FLOF grant comes from a portion of each member's dues and provides up to two-thirds of the cost of a service project. **Fundraising projects will be decided at the discretion of the District Treasurer.** The approval of a second FLOF grant in one Key Club year is up to the discretion of the District Treasurer as long as the total of both applications does not equal more than \$1,000 and funds are still available for grants.

The entire application contains three parts: the application, LTG comments, and follow-up report. Please e-mail Part I with signatures **to your Lieutenant Governor and the District Treasurer.** This contact information can be found at <http://floridakeyclub.org/contact-information/>.

If the above submission procedures are not followed, the application will not be approved until it is corrected and resubmitted. Remember to **keep all receipts** relating to the service project. You will be required to scan and email these receipts with Part III: Follow-Up Report **within two weeks of the completed project.**

Applications will be reviewed each year starting on October 1st through June 1st. **Applications for projects occurring before October 1st will not be accepted if they are received after June 1st.** This means that any summer projects should be planned well in advance. You may submit an application between June 1st and October 1st for projects occurring on or after October 1st; however, you will not receive your grant until after October 1st. The applicant will hear back within two weeks of application submission whether or not the club received the grant.

Thank you for your interest in the FLOF grant. Let me know if you have any questions. Together, we can make a difference!

Yours in Service,

Yohanna Torres

District Treasurer

treasurer@floridakeyclub.org

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2018-2019

Criteria Checklist

In order to make sure you have everything required to qualify for a FLOF grant, the prerequisites for applying are listed below. Your application will be rejected if any of these criteria are not met.

- The club regularly submits Pride Reports on time and the Officer Information Form is completely filled out.
- The complete club name, no abbreviations, is written throughout the entire application.
- The club has paid dues and has at least 20 paid members.
- The club consistently participates in service projects as seen on their Pride Reports.
- The club participates in divisional and district events (including Divisional Council Meetings, District Conference, Key Club Kick Off Conference, and Spring Zone Rally).
- The club funds at least one-third of the cost of the project from other sources.
- The club attached detailed descriptions (lists, essays, charts, etc.).
- The application is completely filled out.
- The club agrees to complete Part III: Follow-up Report within two weeks of the project that was funded by FLOF. Ongoing projects must have this report submitted within three weeks of the beginning of the project. All sections must be completed thoroughly. Failure to complete Part III will require the return of all FLOF funds awarded to the club.
- The application is **submitted 6 weeks prior to the event date.**

Please contact the District Treasurer if there are any questions about the application process.

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PART I

Comply with ALL instructions in completing this application. If there are any questions, contact the District Treasurer. Complete and send this application at least **six weeks prior** to the project for which FLOF funds will be used. You must type the information below.

Club and Project Information – To be filled out by a club officer

Name of Club:		Lieutenant Governor:	
Key Club ID:		Date of Project:	
Name of Project:		Division:	
Zone:			
Contact Information: Provide the following information about the person requesting the grant.			
Name:		Club Position:	
Email:		Phone Number:	
		Application Date:	
Address (street, city, state, zip):			
Faculty Advisor's name:		Faculty Advisor's Phone:	
Faculty Advisor's Address (street, city, state, zip):			

List of Materials

In this section of the application, please list ALL of the items that will be purchased and other costs for this project. Please indicate the item's description, quantity, and cost. Attach *additional pages as necessary*. **Make sure that the FLOF grant is no more than two-thirds the Total Cost of the Project.** Note: Costs may be estimates that are as accurate as possible

	Item Name and Purpose	Quantity	Cost
1			
2			
3			
4			
5			
TOTAL COST OF PROJECT (1)			
TOTAL OF FLOF GRANT (2)			
TOTAL OF OTHER INCOME (contributed by your Key Club and other sources) (3)			
TOTAL LINES 2 & 3 (Must equal line 1, Total Cost of Project)			

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Other Forms of Funding

In this section, please indicate all of the other resources that you have used for funding your project.

Local Kiwanis Club: School: City Council: County: State:

Other (List):

Project Timeline

In this section of the application, please provide a general timeline of what you hope to have completed by what date. You may add more boxes if necessary. Projects with specific, time bound goals are more likely to be successful.

Goal	To be Completed by

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Project Description

In this section of the application, please answer the following questions as completely as possible. For number 3, please include any links to the project if it is associated with an organization.

1. Describe in detail the project for which you are seeking a grant. Who will it benefit and why?

2. Describe the impact the project will have on the community and club.

3. Please include any links to the project if it is associated with an organization.

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This page must be completed separately. **Print this page**, get handwritten signatures, scan the page, and email it with your Part 1 digital application to your Lt. Governor and District Treasurer.

Grant Conditions and Certifications

In order to receive a Florida Opportunity Fund Grant, the following conditions must be met:

1. To qualify, the Key Club must be current in its dues payment and Pride Report submissions, consistently hold service projects, have at least 20 members, and participate in divisional and district events.
2. You use at least one third of your own funds for the project in addition to this grant.
3. You gave detailed descriptions of the project.
4. You submit Part III: Follow-up Report within three weeks after project completion or within three weeks of beginning an ongoing project.
5. You agree that any FLOF funds remaining after project completion will be returned to the District.

Failure to comply with these requirements will result in denial of a grant award or return of FLOF funds to the District, the ineligibility of the club to receive awards at the upcoming District Conference, and the ineligibility of the club to receive a FLOF Grant for the current and next year.

The signatures below certify that all the information contained in Part I in this application are factually correct and honestly presented and certify understanding and agreement by the Club officers and advisors to the Grant Conditions above, including the return of any funds awarded if requirements are not met.

Club President		Date	
Club Vice-President		Date	
Club Treasurer		Date	
Club Secretary		Date	
Faculty Advisor		Date	
Kiwanis Advisor		Date	

DISTRICT TREASURER USE ONLY

The Florida Opportunity Fund application for the Key Club of _____ has been

APPROVED for \$_____ out of the \$_____ requested.

DENIED for the following reason: _____

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PART II: Lieutenant Governor Comments

Directions to the Lieutenant Governor: Please provide candid and accurate remarks about the club. Please do not show this to the club's officers, its members, or anyone else. Please email this application with your section completed directly to the District Treasurer at treasurer@floridakeyclub.org.

Club applying for grant:		Lieutenant Governor:	
Division:			

1. What are your thoughts about the project that is being funded by a FLOF grant?
2. How would the project be affected if it doesn't receive the full, requested amount or if the grant is not approved?
3. Do you think the project will encourage students to be more involved with Key Club? Will the project attract new members? Explain your response.
4. This club has attended _____ out of _____ DCM's.
5. This club has turned in _____ out of _____ Pride Reports.
6. Has this school turned in a completely filled out OIF? Yes No

Thank you for your time and consideration to this matter. Your e-signature below indicates that all the information on this page is factually correct and honestly presented.

Signature (type in name):

Date:

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PART III: Follow-up Report

Dear Applicant,

Thank you for participating in the Florida Opportunity Fund! Part III must be submitted within two weeks of the project that was funded by FLOF. For ongoing projects, Part III must be submitted within three weeks of the beginning of the project. Please follow the instructions below. If you did not complete this project or if there is any money left over from the grant please return the grant or excess funds for our future projects to the address below. Make check payable to Florida District of Key Club. It might be wise to have your Lieutenant Governor look over this report before you submit it to the District Treasurer. This report should not be submitted with your application.

Thank you and if you need anything in the future please contact the District Treasurer at treasurer@floridakeyclub.org.

Name of Club:		Lieutenant Governor:	
Division:			
Name of Project:		Date of Project:	
Contact Information: Provide the following information about the person submitting this report.			
Name:		Club Position:	
Address (street, city, zip):		Phone Number:	
		Report Date:	
Email:		Amount of grant:	

1. Attach to this form an essay describing in detail your completed project. Be sure to reflect upon the positives and negatives as well as how this project impacted your community.
2. Attach a final financial accounting of this project and copies of all receipts. You must document that you spent all FLOF money and that it made up no more than two-thirds of the project cost. Any unused funds must be returned to the District.
3. Attach at least 5 photographs showing different aspects of the project (photographs may be published)