Kiwanis CAPITAL DISTRICT

Capital District Kiwanis Foundation

DISASTER ASSISTANCE FUND GUIDELINES REVISED 4/25/2021

The Disaster Assistance Fund (DAF) assists Kiwanis clubs by providing help in the event of a natural or man-made disaster declared by the local, state, or Federal government, or the District Governor or Foundation President.

Assistance is available directly to a Kiwanian or a Kiwanis family, or to support club projects assisting with disaster relief efforts in the community.

Policies:

1. Assistance shall be consistent with the Six Objects of Kiwanis.
2. Assistance is limited to one time per project or per Kiwanis family per disaster.
3. Multiple requests from a Kiwanis club in any 30-day period will be considered; however, consideration will first be given to Kiwanis clubs applying for the first time in the initial 30-days.
4. If the club already spent money on a project, include copies of your receipts as part of the application's project budget.
5. Assistance is limited to the amount available in the Disaster Assistance Fund.
6. If assistance is approved for a Kiwanis club project, The Kiwanis club shall
   a. Furnish the Capital District Kiwanis Foundation with an assistance and funds expenditure report within 30 days of completion of the project. This report shall include photos and video clips, if available, copies of all promotional materials (newsletter articles, website posts, etc.) and other data related to the assistance received. Failure to report will result in disqualifying your club for future assistance.
   b. Acknowledge assistance from Capital District Kiwanis and the Capital District Kiwanis Foundation in all public relations notices. If posting to social media, on your website mention https://k03.site.kiwanis.org/foundation/ and https://capitaldistrictkiwanis, and on Facebook mention @capitaldistrictkiwanisfoundation and @capitaldistrictkiwanis.

To apply for Assistance, submit the following: (incomplete applications will be returned without further action)

1. Completed **Disaster Assistance Fund Application** form;
2. P**roject budget and/or a quote or estimate** of the costs involved.

Send to foundation@capitaldistrictkiwanis.org (preferred) or CDKF Executive Secretary, Nancy Simonelli, 1633 Sinking Creek Dr, Virginia Beach, VA 23464.

Please note:

1. Applications may be submitted at any time;
2. Application processing time is approximately one (1) week (beginning one week after declaration of the disaster);
3. Assistance is not available for fundraising.
4. If the Kiwanis project is part of a larger community project, indicate what role the Kiwanis club will play.

Kiwanis CAPITAL DISTRICT

Capital District Kiwanis Foundation

Disaster Assistance Fund Request

Applications may be submitted at any time during the year.
Please allow at least one (1) week for processing.

Submitted by The Kiwanis Club of _____ EIN: _____

Club President: _____ E-mail: _____

Contact Name: _____ E-mail: _____

Club Mailing Address: _____ City/State/Zip: _____

Phone: (B) _____ (R) _____

Please answer *all* questions in the spaces provided; include attachments as needed.
(Incomplete applications will not be considered.)

1. One (1) sentence summary with the purpose of your request:

_____

_____

2. Full description (i.e., who, what, when, where and why) and its benefit to the community:

_____

_____

_____

_____

_____

_____

_____

3. Total project cost: $ _____

4. Club's cash contribution to the project: $ _____

Assistance amount requested*: $ _____

*Note: Assistance is limited to the amount available in the Disaster Assistance Fund.

5. Date funds needed: _____ **If immediate need, email application to Foundation**

6. Club's Board of Directors is aware of this application.

_____ _____

Signature of Club President or Secretary **Date**

The Disaster Assistance Fund is a partnership between Capital District Kiwanis and the Capital District Kiwanis Foundation

Revised April 25, 2021

Kiwanis CAPITAL DISTRICT

Capital District Kiwanis Foundation

ATTACHMENTS

MANDATORY: **Project budget and/or a quote or estimate** of the disaster assistance funds requested. Include funds from the club and others, and "in-kind" donations. Identify sources and amounts of other funding such as grants and other financial contributions. "In-kind" donations include materials, non-club labor, and discounted merchandise.

OPTIONAL: Any **supporting documents** which support the need for the project.

Send completed application and supporting documents to:
(Incomplete applications will *not* be considered)

foundation@capitaldistrictkiwanis.org for quickest response

Disaster Assistance Fund
c/o Capital District Kiwanis Foundation
Nancy Simonelli, Executive Secretary
1633 Sinking Creek Dr, Virginia Beach, VA 23464

Foundation webmaster shall adapt this for our site

Notes to selves: Make fillable online, with downloadable 1-page fill-in-the-blank version—attachment and sending instructions may be on a page 2.

Kiwanis CAPITAL DISTRICT

Capital District Kiwanis Foundation

Donate to the Capital District Kiwanis Foundation Disaster Assistance Fund

The Capital District Kiwanis Foundation Disaster Assistance Fund helps increase Kiwanis' impact on the lives of children and families in our communities.

Thank you in advance for your generous support that will allow Kiwanis to make a greater difference in times of natural or man-made disaster in the district.

Donation Amount* $ _____

Donation for* [pulldown options (split funding): Disaster Assistance General Fund, Specific event or area/locality—with space to enter it]

NOTES:

Donations in excess of specific assistance requests will be used to fund assistance for future disasters.

Donations may *not* be earmarked for a specific Kiwanian, Kiwanis family, or club project.

Your or Club Name*: _____

Mailing Address*: _____ City/State/Zip*: _____

Kiwanis Club name (if member): _____

Area/Locality affected by disaster*: _____

Email* _____

Credit Card information [use WordPress Gravity Form; link payment processing to foundation bank account]

[computer-generated date]

NOTE: Kiwanis Clubs shall *not* count donations to the Disaster Assistance Fund toward annual gifts.

Foundation webmaster shall adapt this for our site

Offer downloadable version for check donations: "Mail form and check to Capital District Kiwanis Foundation, c/o Treasurer David Lurie, 15189 Londons Bridge Road, Haymarket, VA 20169 (The Foundation will acknowledge your gift upon deposit of your check.)"

Kiwanis CAPITAL DISTRICT

Capital District Kiwanis Foundation

TO DO

Foundation

Bylaws & Policies Committee: Propose new Disaster Assistance Program (DAP) section to Policy Statements noting purpose and expedited processing of requests. Policy should *not* preclude donating to another district's foundation for major disasters from general funds.

Section 3E (new): President's Role in declaring natural and man-made disasters

1. The President, in conjunction with the Capital District Governor, has the discretion to declare a disaster within the Capital District where not already declared by local, state, or the Federal government.
2. The President and Governor shall make every effort available to communicate a disaster declaration immediately with the affected area, reaching out to Kiwanis clubs potentially affected, their Lieutenant Governor(s), and CDKF Directors and issue a joint press release informing all Kiwanians and Kiwanis clubs in the district that the foundation will accept donations for the DAF and solicit assistance requests. At the end of the disaster, they shall issue a joint release to the media and Kiwanis clubs in the district summarizing the district's efforts—donations received and assistance granted.

Section 5E (new): Disaster Assistance Committee

The committee will administer the Capital District Kiwanis Foundation Disaster Assistance Program (DAP). The DAP assists Kiwanis clubs by providing help in the event of a natural or man-made disaster declared by the local, state or Federal government, or the District Governor or Foundation President.

1. Natural disasters include events that cause great damage or loss of life, such as floods, earthquakes, and hurricanes.
2. Man-made disasters include local events owing to human intent, error, negligence, or failure of a man-made system that cause significant damage or loss of life, such as fires, shootings, and major accidents.
3. The membership of the Disaster Assistance Committee shall consist of six (6) members, three (3) from the Capital District and three (3) from the Foundation. The foundation Executive Secretary and Treasurer shall serve as ex officio members. The Capital District Governor will select their three (3) representatives in consultation with the Foundation President. All members shall be appointed by the President, with the approval of the Board of Directors. There will be Co-Chairs, with one member from the Capital District and one from the Foundation, selected by the committee to serve in that capacity.
4. The committee initially will meet on the eleventh (11th) day following declaration of the disaster and subsequently within 5 days of the foundation receiving an assistance request. The committee is authorized to make decisions on behalf of the Board of Directors regarding awarding disaster assistance funds not to exceed the money available for this purpose in the foundation treasury.

5. The executive secretary shall record minutes of all Disaster Assistance Committee meetings and provide the Board of Directors Kiwanis clubs' project reports that are due within 30 days of project completion.

Webmaster: Create disaster assistance page that explains program, links to application, and cross-links to district page for disaster preparedness information.

District

Bylaws & Policies Committee:

Add a Disaster Assistance Committee as a Standing Committee with a committee description added to Appendix C.

Webmaster: Create disaster assistance page that educates Kiwanians about disaster preparedness and cross-links to Foundation page [see NY information; also link to FEMA, etc.]

Joint

District Governor, Secretary, and communications team, and the Foundation President, Executive Secretary, and Publicity Committee: Draft fill-in-the-blank joint disaster kick-off and termination releases to be at the ready to use at a moment's notice. The kick-off release shall inform all Kiwanians and Kiwanis clubs in the district that the foundation will accept donations for the DAF and solicit assistance requests, and note requests will be processed beginning 10 days hence. The termination release shall acknowledge donations, enumerate projects supported, and solicit continuing support to the DAF.

Kiwanis CAPITAL DISTRICT

Capital District Kiwanis Foundation

FOUNDATION PROCESS & PROCEDURES

Applications shall be sent to the foundation Executive Secretary, preferably as an email attachment. The Executive Secretary shall check email and postal mail regularly, daily during an active disaster declaration.

The foundation shall establish a standing Disaster Assistance Committee (DAC). The membership of the Disaster Assistance Committee shall consist of six (6) members; three (3) from the Capital District and three (3) from the Foundation. The foundation Executive Secretary and Treasurer shall serve as ex officio members. The Capital District Governor will select their three (3) representatives in consultation with the Foundation President. All members shall be appointed by the President, with the approval of the Board of Directors. There will be Co-Chairs, with one member from the Capital District and one from the Foundation, selected by the committee to serve in that capacity. This committee shall review all requests. Its decisions, based on simple majority vote, are final.

Upon declaration of a qualifying disaster, the Foundation President and the District Governor shall make every effort available to communicate with the affected area, to include issuing a joint press release informing all Kiwanians and Kiwanis clubs in the district that the foundation will accept donations for the DAF and solicit assistance requests. At the end of the disaster, they shall issue a joint release summarizing the district's efforts.

The Foundation Executive Secretary shall call a meeting of the DAC within 5 calendar days of the date of a request, with the first such meeting not earlier than 11 calendar days after the declaration of the emergency. The first order of business shall be to acknowledge the disaster. At this meeting the DAC shall review applications and make awards; immediately afterward the Executive Secretary shall notify requesters of the DAC's decision, and for awards the Treasurer shall issue funds within 2 calendar days from the restricted Disaster Assistance Fund only.

If the DAF account is insufficient to meet all requests, the committee shall prioritize requests.

If there are simultaneous disasters and/or areas of the district affected, the committee shall decide how to allocate general assistance donations. Criteria shall include, but not be limited to, returning donations to the area from whence they came. The committee co-chairs shall contact clubs seeking assistance when requests exceed available funding in order to make contributions stretch as far as possible.

The Executive Secretary shall track awards and ensure Kiwanis Clubs submit their assistance and funds expenditure reports within 30 days of completion of the project. Reports shall be shared with the DAC and, for promotional purposes, the Publicity Committee and webmaster.

Any unspent DAF contributions shall remain on account to be used during subsequent disasters.

The Executive Secretary shall acknowledge all donations with a letter of receipt of all donations that complies with IRS requirements.

The Executive Secretary shall log donors and any restrictions donors place on contributions; the Fund-Raising Committee shall review donations and recommend to the Board those contributions inconsistent with the Foundation's gift acceptance policy. The Treasurer will return in full all donations inconsistent with the gift acceptance policy.