

Community Knights Grants Manual - TABLE OF CONTENTS

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What is the GIFT Grant Program?

It stands for Grant Initiative Fundraising Team. The goal of the program is to identify service gaps for underserved populations within our community and, through regular local fundraising, fill many underfunded after-hours music and arts, sports, and academic programs. It was founded in 2008 to fill gaps in the community. Since then we have awarded over 767 grants in the amount of \$1,532,000, to over 187 nonprofit and school groups.

GIFT Program Grant Criteria

To be eligible for the GIFT Program your organization must demonstrate the below to enter the program, and maintain it each cycle to stay active.

- Program funds must directly benefit the citizens of the **Virginia Peninsula** and be part of a 501c3 or Public School Organization.
- Demonstrate the Ideals of Community Knights philosophy of **Community Collaboration** “We Rise and Fall Together” by:
 - Citing examples of how your organization collaborated with other non-profits or public school organizations/members.

And

- Sending a minimum of one member of your organization to serve on one of our committees to ensure we are building programs that meet your needs. Committees include Marketing & Development, Community Outreach & Education, Volunteer Recruitment & Retention, Volunteer Opportunity Discovery & Databasing, and Networking.
- Manage all grant funds in a **fiduciarly responsible** manner and complete a grant close out statement at the end of each cycle showing itemized use of funds and proof of payment.

What is required to stay active in the program?

Organizations who participate in Community Knights' GIFT Program need to remain active with-in all facets of the program to be eligible for GIFT Grants. Failure to comply with the following components of the program will result in your organization's status becoming inactive.

- Engaging in Community Knight's Community through:
 - ◆ Committee Participation
 - A member representing your Organization needs to be engaged with a minimum of one of our committees 2x a cycle. If your organization is facing extenuating circumstances, please reach out to Community Knights leadership and we will work with you on this component.
 - This is designed to be an asset to your organization. Networking and collaboration occur at these meetings.
 - ◆ Collaboration within the Broader Community
 - We require GIFT Participants to challenge themselves to help us build capacity within our community through collaborating with GIFT Program Participants and beyond. This is an ongoing growth goal for all of our program participants.
- Remaining in Good Standing with the IRS if you are a non-profit Organization
 - ◆ Filing your 990 each year and staying up to date with all paperwork
 - ◆ Communicating with Community Knights if you have any issues with your status
- Meet all deadlines for GIFT Grant Close Out Statements
 - ◆ Complete all Close Out Statements within 180 days of Grant Announcements
 - ◆ Pick up GIFT Grant Checks before the next cycle or forfeit the use
 - ◆ **Use of Grant Funds to incentivize members of your organization to participate in fundraising activities within your organization, or with any other organization such as Community Knights, Inc. is not permitted. If Community Knights discovers this is happening, your organization will receive one warning to stop this practice. If the practice is not stopped your organization will be removed from the GIFT program**
- **Note: Inappropriate conduct towards CK staff, volunteers, or at one of our events could lead to permanent removal from the GIFT Program**

What happens when you become inactive?

Failure to be engaged within the Community Knights' community for 365 consecutive days or not attending the Annual Procedure meetings in January will result in your status being changed to inactive. Your organization will have to go through the following steps to become reactivated:

- Apply for account reactivation online - this goes to the CK Board for approval

- Send a representative to an Orientation Meeting
- Complete all outstanding paperwork and have it reviewed and approved by Community Knights
- 90 day waiting period before a GIFT Grant request can be submitted, or a minimum of one committee meeting attended if you join mid cycle so the organization has time to demonstrate commitment to becoming an active participant in the community.

What are the Committees?

Committees are a great tool for you!! This is where you can network with other nonprofits and public school groups, and gain valuable information. We want to use these as a way to lift everyone up through shared knowledge!! Being an active member in a Committee is a requirement of the GIFT program. New groups onboarding mid-cycle need a minimum of 1 meeting to be eligible for their first grant. Once fully active you will have 2 to 3 opportunities a month with different topics, and only a minimum of 2 meetings are required every cycle (every four months). You can go to as many as you want, and you may send any representative from your organization. Most meetings are virtual, and the zoom goes out the day before the meeting at the bottom of the email. If you'd like someone else from your group to attend on your behalf 1x please forward them the link. If you have a person attending regularly please send the GIFT Director the person's name, email, and phone number to receive the invites as well. The Committee descriptions. The days and times may fluctuate depending on the month and availability. The calendar will be sent in the first week of the month

1. Marketing and Development

The goal of this committee is to demonstrate the impact that Community Knights and all of the GIFT program organizations have on the Virginia Peninsula. We do this by raising awareness of collaborations between Community Knights, and other non-profits and public schools. We will also be working on marketing fundamentals, social media, and sponsorship opportunities.

Marketing and Development Committee Activities may include:

- Implementing the benevon model at Community Knights
- Brainstorming ways to feature GIFT Grant Recipients
- Assist w/ CK marketing materials
- learning about marketing & advertising principles
- Social media growth
- Brainstorming funding and sponsorship opportunities
- Gaining knowledge on developing your nonprofit Board

2. Community Outreach & Volunteer Activities

The goal of this committee is to inspire the communities of the Virginia Peninsula to get involved with a non-profit they are passionate about. Including GIFT program fundraisers, COACH, and with our network of nonprofits. We do this by providing information and activities at community events or public locations. This committee may also look at ways to improve the volunteer experience at Community Knights.

Community Outreach & Volunteer Activities may include:

- Finding events and locations to table at
- Developing activities for events
- Network with colleges and companies to identify interested volunteers
- Developing volunteer recognition systems

Parent & Student Engagement

The goal of the committee is to offer a safe space for our school community and school age focused nonprofits to collaborate and learn to better support and get involvement from students and parents. We deal with the issues you face on a daily basis to offer tips and get tips on topics from one another.

Parent & Student Engagement topics we've brainstormed:

- School violence
- Mental Health
- Removing Barriers to access
- Community Resources

Networking (usually the in person offering)

The goal of this committee is to facilitate networking opportunities for GIFT Program Participants as well as other non-profits and public school affiliates on the Virginia Peninsula.

Networking Activities may include:

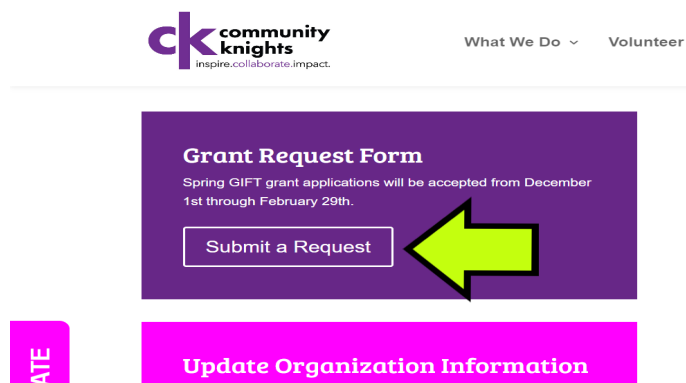
- Brainstorm new networking opportunities
- Determining focus topics for networking events
- Providing conversation starters at networking events
- Inviting participants to networking events
- Forming new relationships with fellow GIFT members

Annual Required Training meeting

Each January a mandatory meeting will be held to review best practices, tips to help increase your funding ability, and any trends for common errors in closeouts. These meetings will last an hour, and 3x will be offered to attend throughout the month. If you do not attend this meeting, then your group will be moved to inactive status and removed from the GIFT Program. You will no longer receive committee invites and will not be eligible to apply for grants again until you apply for reinstatement, and it is approved by the CK Board. These meetings will count as one of your committee meetings towards the Spring cycle. New groups during that cycle will not attend until the following year.

How do I apply for grants?

Once you're approved for the GIFT program your online account will be activated. You will see a folder like this picture below to begin your grant application.



How much should I ask for?

Look at past grant cycles on our website to see what has been awarded. Asking for too much can look negatively upon your organization, and your ability to manage finances and funds.

What can I ask for in a grant?

This isn't an all encompassing list, but will help to give you ideas of what has been funded in the past.

- Uniforms
- Equipment repairs or new equipment

- Operating needs
- Supplies
- Field trip assistance
- Food items, Rent & Utility assistance
- Travel assistance
- Scholarships
- Items that may be difficult to fund in other avenues

What items are excluded from grant funding?

Here are examples of items that are excluded. This isn't an all encompassing list.

- GIFT Cards
- Full time Employee Salaries
- Expensive items that can be found at a lower rate. *(Ex. Asking for a \$3,000 computer – when you can easily find one for \$300-500. Asking for gourmet treats or a specific extravagant item – when a regular version is ½ the cost etc. Asking for \$1,000 for a guest motivational speaker when collaboration will help you find one through connections and networking.)*
- Pass through donations to other organizations = Money from CK given to another
- Items that if granted your organization will not be able to sustain the upkeep costs *(Ex. A teacher asking for a printer for their classroom – the upkeep of the toner over time will be too much to bear for the teacher to maintain).*
- Donations - we award grants for specific items
- Items that were not submitted in your original grant request. *(Ex. You ask for office supplies and brochures, but you instead purchase T-shirts).*
- Spending funds on programs not on the Peninsula

What is the criteria used to evaluate grants?

***Write your whole grant application in the view that you are trying to get someone to be your cheerleader. These grant applications are compiled and the whole group is read by the Community Knights Board. You need to write in such a way to motivate and inspire them to want to fund your grant. Imagine yourself reading 50-100 grant applications - what would motivate you to fund someone? You need to make it impactful, tell a compelling story, and show the human element of why your cause matters! All elements of your application are important, but the most weight is placed on the quality of your impact story and financial documents.

Pre Screening Items

- Good Standing with IRS for non-profit status or Public School Affiliation

- No Segments(s) of application copied from previous GIFT Grant Requests with the exception of standard organizational information such as description of organization's main mission.
- Must include an itemized list of requested items with estimated costs somewhere within the application of attached documentation

Metrics for All Sections

- Level of detail provided
- Was the question answered?
- Was information copied and pasted within the Grant Request?

Collaboration

- Does it describe how Organization helps other non-profit and public school organizations? (We aren't looking for who helps you or volunteers with you. Looking for how your group helps others.)
- Do they collaborate with other GIFT Participating Organizations?
- Do they demonstrate new or expanding forms of collaboration?

People Impacted

- Does the calculation method appear to be valid?
- Does the calculation method account for lifetime use of items requested?
- Does the calculation method account for the lifetime of the project/program?

Direct Benefit to Peninsula Residents

- How widespread will the impact be?
- How deep or significant will the impact be on the benefiting individuals?

Sustaining & Growing Peninsula Community

- How will program/project strengthen the VA Peninsula
- How will the program/project help sustain the applicant
- If Ongoing, how will the program/project be sustained beyond the GIFT Grant

Planning and Execution

- Level of organization
- Demonstration of thorough planning and collaboration when needed

What are some tips for Grant Cost requests?

- Fill out the item/quantity and cost section correctly
- Your financial source info must match the amount asked for in the application.
- Upload a detailed financial information (proof of cost, where purchasing, estimates, links)
- You want what you are asking for to be very clear.
- DO NOT ask for your entire organization's operating budget, without specifying the areas you are requesting to be funded. You may include your whole budget, but specify the areas you'd like CK to cover with a grant. We DO NOT give donations, but instead award grants for specific requests.

**See sample budget and other visuals below

FINANCIAL SECTION of GRANT APPLICATION

Fill out the item name and quantity. Once you fill in the cost the total will automatically add at the bottom for your total requested amount. These are the categories of purchases you will be allowed to make once approved. Once awarded you cannot exceed over 12% of your budget estimate for each line item without prior approval.

Item(s) and Quantity *	Total for Item(s) *	Item(s) and Quantity	Total for Item(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item(s) and Quantity	Total for Item(s)	Item(s) and Quantity	Total for Item(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Item(s) and Quantity	Total for Item(s)	Item(s) and Quantity	Total for Item(s)
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Item(s) and Quantity	Total for Item(s)	Item(s) and Quantity	Total for Item(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Amount Requested for this Project or Program. *			
<input type="text" value="\$0.00"/>			

What if you are partially funded?

The board is looking for your honest guidance on the funds awarded. This is not a plea for full funding as that is a rarity. The board wants to know how you are going to come up with funds to complete the project if 100% is needed in order to purchase the item, and you are not fully

funded. Or how you will scale down the project by illustrating what your funding priorities are in the request.

Grants are often partially funded. Describe how you will complete, or scale down the project if partial funding is awarded. *

If you require full funding in order to complete this project please say so in the field below.

What do I need to upload on a request?

You will be uploading a document to show links to items online, estimates from contractors or purchases, names of stores, screenshots of items if we don't have access, etc. Something to help the board know that your typed cost is relevant. *Note your estimates must be from the current year. You may show your whole project budget if desired, but make sure you highlight the requested items. This section is not to rehash what you keyed in the application, but to show where you will be purchasing the items, and how you came up with the cost.

Upload supporting documents to show costs, estimates, invoices, links to items, etc. If funding is for trip or travel, MUST include in breakdown cost for hotel, transportation and activities per student or chaperone. *

You may up to two items with a max combined size of 4MB

What information is needed for a travel request?

The Request Must Include the Following Information:

- ◆ Number of student/child participants and chaperones attending the event
- ◆ Number of days the event is occurring
- ◆ For a transportation request include type of transportation to be used
- ◆ Funds need to be applied in a manner that lowers barriers to participation for all or in a manner that allows for scholarship based on family financial need. Need to display criteria on how you will select to disperse the funds to offset trip costs.

Hotel requests:

- Note that reasonable hotel expenses are calculated 4 students per room and 2 chaperones per room unless there are extenuating circumstances. (i.e. Student with disability who needs room with personal care attendant)
- Family members traveling **will not** be eligible for funding support unless there is an unusual circumstance brought to the Board's attention.

Additional Event Requests:

- Include what the events are (museum visits, tours etc)
 - A breakdown of costs per student/child and chaperones
 - The reason they are included in the trip and funding request (educational opportunity, reward for accomplishment etc.)
- **Please make sure all costs are broken down, so the board will be aware of them.**

What information is needed to apply for scholarship grants?

1. The number you want to award
2. How much each dollar amount will be for
3. What criteria are you using to evaluate who will get the scholarship
4. What is the process by which people will apply for your scholarship
5. When will scholarships be awarded *dates not during the current grant cycle may be awarded at the time of use.
6. How and when are the funds dispersed? Will they go to the individual or will they be made out to the university or organization for fees etc.

What are some tips for writing about our Collaboration?

Show how your organization and its members helped others in the community NOT how others helped you. We want to see examples of how you are volunteering, or using your talents and knowledge to support others. For example, if your group is a sports team, and you host a free workshop to teach other kids how to play or enhance their skills. As a teacher, maybe you helped a fellow teacher learn how to become a CK member and assisted them through their first grant cycle. As a nonprofit member, you helped another nonprofit find resources to support their volunteer efforts through your networking relationships. It can be so many things!!

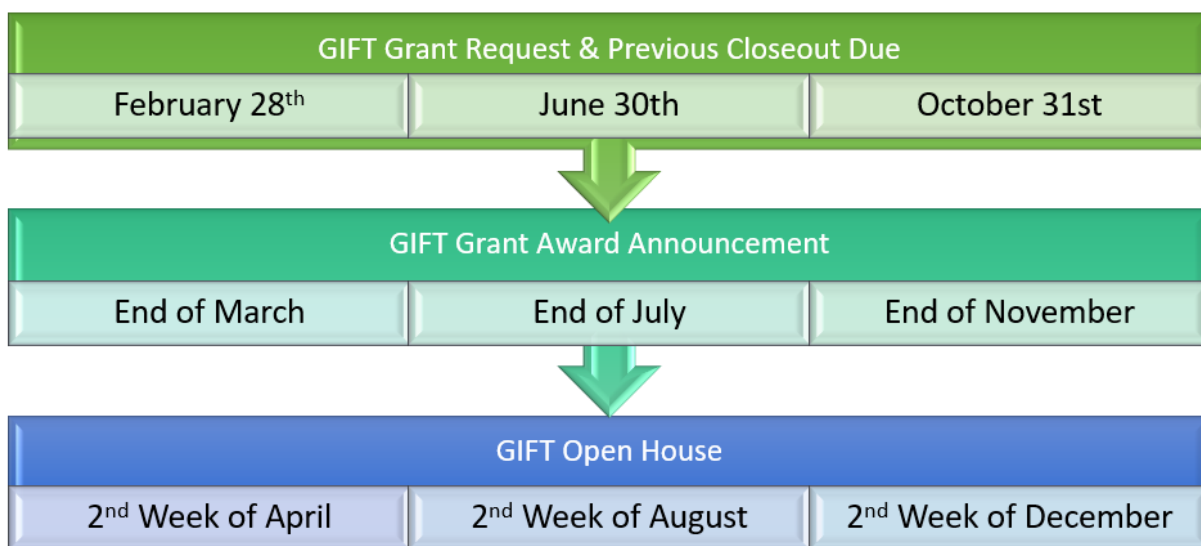
When can I apply for grants? What does the grant timeline look like?

We have three grant cycles a year: Spring, Summer, and Fall. The spring application deadline is always the last day of February. The summer applications deadline is always the last day in June. The fall application deadline is always the last day in October.

****WE CANNOT EXCEPT LATE GRANT APPLICATIONS.** Anything after midnight on deadline day will not be included in the grant pool.

The application dates are also the date the previous closeout is due. For example, if you are awarded a Spring grant your closeout for that grant will be by June 30th. The next application deadline for the Summer cycle is the same day.

****In this sample below if you submit for the Spring cycle your deadline is Feb 28th.** The announcement will be made by the end of March, and you will receive your check at Open House by the 2nd week of April. Your grant closeout is due June 30th from your Spring Grant. If you wanted to Apply for the Summer Grant the submission deadline is also June 30th.



What does the Grant process look like?



Does applying for Grants 100% Guarantee funding?

No. When applying for grants keep in mind that it is an application. There is no guarantee that you will be funded. Grant cycles depend on many factors to determine the total funding amount to be dispersed. Including any major global events. Then the quality of applications are reviewed to determine if any funding is possible to each organization. Each application is graded by the board, and determined if it met all of the application requirements. If not met you will not be funded.

How do I find out if my request was funded?

Announcements of awards are made on our website, social media, and by email newsletters. Make sure you are receiving emails from us.

How do I receive my Grant Funds?

Grant funds will be disbursed at our Open House. It's usually a great networking opportunity with multiple organizations coming together while waiting to receive their check. You will also get a picture taken with our GIANT check. This is a great marketing opportunity for you to share on social media! Celebrate you earned it!! These will be emailed to you during the week of the event.

What else comes with my Grant?

You will receive a letter that displays how much you were awarded and displays what you can spend the funds on. It will note any exceptions from your request. *****Reminder** - you can only spend grant funds on items you asked for in your original request. The letter will also contain notes on your request with areas of opportunity, if any, and notes on your collaboration efforts.

You will also receive a print out summary reminder of the Grant Agreement you signed, and a Closeout directions reminder.

What is the Policy for Unclaimed Grant Funds?

Organizations who receive grant awards from Community Knights' GIFT Program need to complete a grant close out statement on-line from any previous grant awards. This should be done before they submit their next grant request. The grant closeout statement allows for saving these funds for use at a later date if eligible. The grant closeout statement can be found at www.communityknights.org.

GIFT Grant Awards are distributed at an open house, with the date and location listed on the grant announcement. All GIFT Grant Recipients are encouraged to pick up their awards at this

time. If a representative from your organization is unable to attend our open house, grant awards are available for pick by appointment only.

Any funds unclaimed by the close of the cycle awarded will be **VOID** and placed into a reserve fund with use to be determined by the Board of Community Knights within the guidelines of furthering the mission of Community Knights, Inc.

If GIFT Grant close out statement is not completed the GIFT Grant Participant will Not be eligible for GIFT Grants until their close out is completed, reviewed and accepted. They also may not be eligible to be in the running for new grants until their current closeout is turned in.

What are the Rules for Funds Use?

- Funds may only be spent on items outlined in your grant request. If an item was NOT on your request you may NOT purchase it. Cost of items may not exceed 12% of your estimated cost in your request.
- If a change needs to be made to the items you purchase due to other restricted funding received or change in your program, a change of use request must be completed on your account online **prior** to redirecting funds. This request will go to the board for consideration. If approved you may then redirect the funds. If denied you must use as originally intended or return the funds to CK.
- All funds must have receipts or other appropriate documentation for their use. Please note that Cash disbursements CANNOT be made to individuals for salary, wages, or services.
- Saving funds from cycle to cycle is an exception and follows specific guidelines shown below in the closeout section. If you do not qualify to save, the funds must be spent during the cycle awarded.
- Funds must be spent on items during the cycle they were awarded. *If you will need multiple grants to raise funds for your project you will notate it on your request (you may not receive the funds until they are ready to be spent). You CANNOT reconcile expenses from years past.

Failure to comply with the above will result in the following:

- If funds are spent on unapproved items either you will need to purchase new items from your original request, or you will need to return the funds to CK that were used incorrectly.
- Cash Disbursements to individuals for salary, wages, or services must be returned in full to Community Knights.
- Grant Closeout Statements will not be approved, resulting in no further grant funds being released until the situation is corrected.

- Your organization may be switched to the Reimbursement model of grant funding. (see below). You or your organization may also be barred from applying for future funding and removed from the program.

Non-compliance Procedure - Reimbursement Model

If the Board votes removal from the program is not warranted for procedural issues listed above, the GIFT organization will be advised that future grants awarded will be based on the Reimbursement Model. The below process will take place.

1. User status will be changed in the CK system to notate Reimbursement Model
2. If awarded future GIFT grants the member will need to purchase their items and turn in a closeout correctly **prior** to receiving their grant funds. The closeout will show correct items purchased and paid proof completed.
3. Once approved - a check will then be presented to **reimburse** the spending that already happened.
4. The GIFT Participant will need to follow procedures correctly for 3 consecutive grant closeouts before being switched back to our typical grant process of receiving grant funds first.

***Bless and release is a possibility for not following procedures for Point of Contact individual or Entire Organization.**

Release from the program may be deemed to be the Point of Contact individual in question or deemed the entire Organization. If released from the program you will receive a letter stating the cause for removal from the GIFT Program. The account will be changed to inactive with notes made on action taken, and will be removed from participating in committees. If in the future said members are no longer part of the previous GIFT organization they may then reapply to be part of the GIFT program and a decision by the CK Board will be made to accept or deny the request.

What is needed to do a closeout?

- A compelling impact story (1-2 paragraphs of how the funds impacted the project)
- Images from the use of your grant funds. Pictures that help to tell your story
- Statistics on the number impacted by your CK grant award
- Financial Documents and numbers (Receipts/invoices/paid proof)

How do I show Paid Proof?

Paid proof is required on all closeout purchases. We need to be able to tell that the item was not only ordered, but has been paid for. This can be done with receipts that show the last four card numbers, invoices that show a zero balance from the company it was ordered from, copies of checks, and print out from the bank account showing the debited item. We are audited annually and need to prove with your documentation that you have spent the funds correctly from your awarded grant. ****Written or stamped "PAID", does not suffice.**

SAMPLE UNPAID INVOICE (This invoice still requires additional paid proof and not a paid stamp. To rectify the unpaid invoice you need to either submit a copy of the check, or attach a zero due balance invoice, or card/bank statement showing the debit)**

Kung Fu Company - 123 Main Street
 Ship to:
 Chuck Norris @ ABC Org
 456 Sesame Street
 Newport News, VA 23604

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
25	Gym Shorts	10	\$250
1	Weight Bench w/ weights	1250	\$1250
TOTAL DUE:			\$1500

How do I do a closeout?

Once you login you will be able to review your grant history, amount, and approved items at any time once awarded by clicking the Closeout button on your dashboard. This will also show you any excluded items. Here you can also see an archive of your past grants too.

Grant Award and Closeouts

[Click here to EDIT EXISTING Savings Statements](#) [Click Here to START a Savings Statement](#)

Show entries Search:

Organization Name	Grant Cycle	Grant Funds Award Amount	Amount in Closeout Receipts	Award Approved	Grant Closeout
CMcCormick	Fall 2022	\$2,000.00		View Approved Items	Click to Closeout Grant
Community Knights, Inc.	Fall 2022	\$1,500.00		View Approved Items	Click to Closeout Grant
Test Company	Fall 2022	\$1,000.00		View Approved Items	Click to Closeout Grant
test2	Fall 2022	\$2,000.00		View Approved Items	Click to Closeout Grant

**This is your requested items
Do your Closeout here**

On your Approved items page you will see all the items that you requested and the quantity. You may purchase from a different store, but you MAY NOT exceed 12% above your budget in each category without prior written approval from the CK Board. You will also be reminded of any excluded items.

Closeout Time!

Select “Click to Closeout Grant” to complete your impact statement. You will need a 1-2 paragraph summary of the impact of the grant funds, impact photos, and your paid proof accounting to begin. (screenshot of closeout on next page)

1. Enter your total amount in your receipt purchases
 2. Upload all of your receipts and paid proof items. Must show what was purchased and how it was paid for.
- Pay attention to the Approved & Invalid Document section for showing proof of payment. We need to either see card numbers on receipts, or copies of checks used to pay invoices. Stamped or handwritten paid comments will not work. ***You may not reconcile amounts where you purchased items on a receipt with a Gift Card. Receipts must also be shown in entirety, and not a partial segment of the receipt. Receipts/invoices must be saved in your records for 3 years.
- Please include invoices, and proof they were paid. We have to see proof of payment and the items ordered.
 - Cannot take handwritten receipts unless on company letterhead.
 - You can only purchase items that were allocated in your grant request. * **If you did not ask for it in the original request then you cannot reconcile it at closeout.**

Total Amount in Receipts

1,000

Approved Items:

- Purchase Receipt
- Invoice + Proof of Payment
- RECENT Saving Statement from Bank
- Savings Statement from School Financial Secretary
- Printed Deposited Checks
- Completely Processed School Purchase Order + Proof of Payment

Invalid Items:

- Proposals
- Budgets
- Quickbooks or Financial Software Reports
- School Account Report
- Invoice without proof of payment

Upload Receipts for Items purchased with Grant Funds

**For paid proof you will need to show what was purchased and how it was paid for.

Drop files here or

Max. file size: 10 MB.

3. Upload Impact Images & Impact story

- **Make a compelling story.** Tell the who, what, where, why and how. Most importantly we want to know the true impact of the grant funds. How did they develop your org, or what impact did they have on people? We want to share your story with the community, so please attach quality images that also show the impact. *Images may be used on our social media or marketing materials, so only attach with prior permission. If you do not want an image shared you would need to submit that in writing on the grant closeout impact story. *Note file size requirements and compress if needed.

Community Impact

Community Knights wants to include your story of how this grant has impacted your organization and the Virginia Peninsula Community.

Upload your impact story and images. Both are required.

Drop files here or

Accepted file types: jpg, jpeg, png, pdf, doc, docx, gif, Max. file size: 5 MB, Max. files: 10.

How many residents of the Virginia Peninsula were impacted by this GIFT Grant Award?

100

If available, upload any documents to verify the number given above.

No file chosen

Accepted file types: doc, docx, pdf, zip, xls, xlsx, Max. file size: 32 MB.

Describe how you calculated your Impact number in previous question.

4. Impact numbers

- These numbers don't have to be large to show great impact through the purpose of your grant. Just make sure they make sense for your organization. If it has impacted the whole household multiple times 2.5 ppl b/c that is the Peninsula average house size. If you don't have anything to upload to show proof of impact number that is okay.

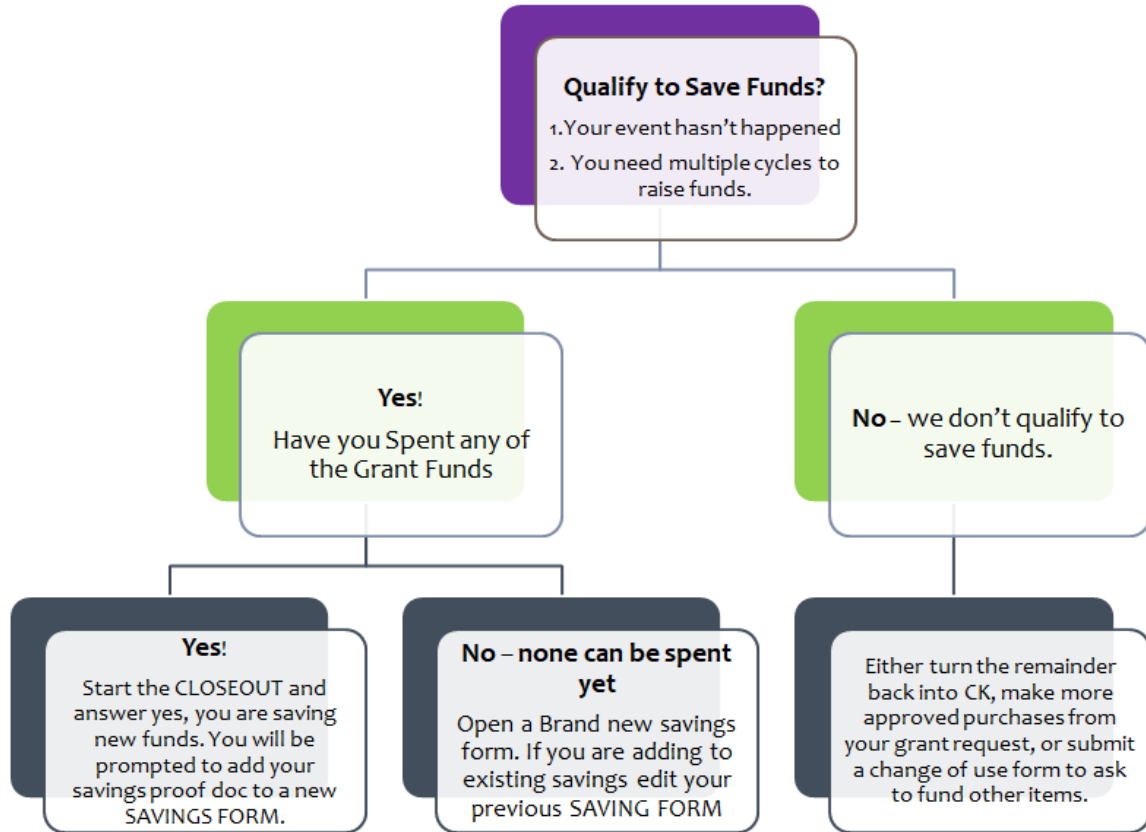
CONGRATS - Hit "UPDATE" and you're all set! A member of CK staff will let you know when the closeout is approved, or if there is any more information needed. Depending on when you submit it may take time to approve your closeout. All closeouts need to be completed and approved in order to pick up new grant funds. If the information is incomplete you may need to add more documentation. If you are emailed and more is required, please go back in your closeout and add the documentation to your Community Knights account online. For auditing purposes we need all files in your account, so DO NOT email them to us. Please see the next page for tips on how to edit your existing closeout.

EDITING A CLOSEOUT

- To edit a closeout hit "click to closeout grant" button in your closeout dashboard.
- Usually if editing is needed it is to submit more paid proof documentation, but you can always go back in and edit your closeout at any time until final approval when it will be in your archived section. Just add the items needed to the closeout form, and hit update when you are done.
- Please DO NOT email your updates to CK staff as we cannot accept them in our inbox. All of your grant information needs to be in your CK Portal for auditing purposes.

How To SAVE Funds

Saving funds is the exception. Follow the flow chart to see if you are eligible to save, and to guide you with where to notate your first savings. Also see rules to continue to save on the next page.



➤ **Saving Funds? Saving funds is an exception and only happens in two special cases.**

- ❖ 1) Your event that you were awarded funds for hasn't happened yet
- ❖ 2) Your item to fund is so large that it will take multiple grant cycles to raise the funds needed.

To save funds you will need to provide the reason, state when the funds will be used, and show you have the funds in a restricted account by attaching a **bank Savings Statement.

Rules for Saving Funds

- Funds may only be saved for 1 year after the cycle awarded in.
- Your Savings will need to be edited each cycle - every FEB, JUNE, and OCT. You will upload savings statement proof, account for any additional grants for the project and notate any money spent with paid proof/receipts/invoices. Once fully spent you will edit your savings form and do a full closeout in the same Saving folder.
- If funds are saved you WILL NOT be able to receive funds for an alternate project/program until the saved funds are used and fully closed out.
- Funds saved must only be used on items from your original grant request, unless a written request is approved by the Change of use Form. Approval must be given by CK Board PRIOR to reallocation or redirecting spending elsewhere.
- Any unused funds after the 1 year term or a group who has savings statements that are not uploaded each cycle, will be required to return the unused portion to Community

Knights within one week of notice sent. Failure to do so will result in removal from the GIFT Program.

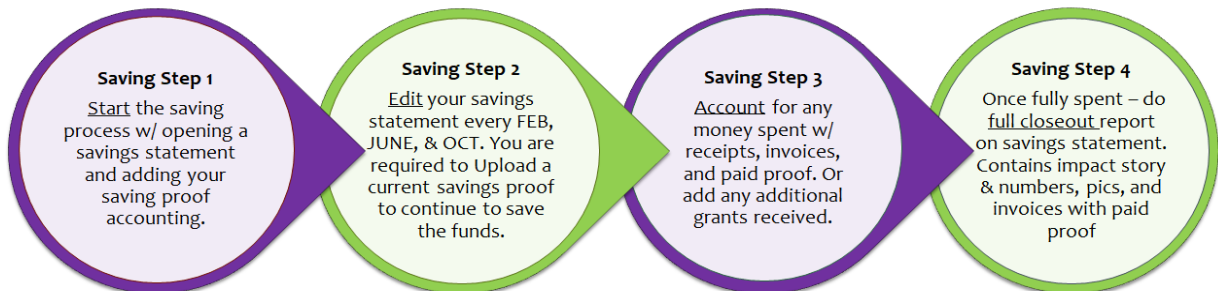
Grant Award and Closeouts

[Click here to EDIT EXISTING Savings Statements](#)
SAVINGS Section
[Click Here to START a Savings Statement](#)

Show entries Search:

Organization Name	Grant Cycle	Grant Funds Award Amount	Amount in Closeout Receipts	Award Approved	Grant Closeout
CMcCormick	Fall 2022	\$2,000.00	1000	View Approved Items	Click to Closeout Grant
Community Knights, Inc.	Fall 2022	\$1,500.00		View Approved Items	Click to Closeout Grant
Test Company	Fall 2022	\$1,000.00	1000	View Approved Items	Click to Closeout Grant
test2	Fall 2022	\$2,000.00		View Approved Items	Click to Closeout Grant


How do I continue to save funds for up to my 1 year timeline? What is the process? Select “Click here to EDIT Existing Savings Statements” to update your savings each cycle. Hit “Yes” in the new form to add a separate entry - and “No” to submit work.



Screenshots to help edit savings


Once SAVED - you'll edit every FEB, JUNE, & OCT up to 1 year.

Edit Savings Form

Organization Name:	Amount (\$) Saving:	Savings Start Date:	Edit Entry	Link to Entry
MHS Mens Varsity Soccer Team	\$1,000.00	02/12/2021		View Details
Organization Name:	Amount (\$) Saving:	Savings Start Date:	Edit Entry	Link to Entry


**You will add new grant funds. Then either fully close out the grant, add receipts/invoices/paid proof for partial money spent, and always will add a savings proof statement to continue to save. Once saved any updates to the final savings tabulation can be seen on the main savings page above.

Have you recieved additional funds to be added to previous savings?

 Yes

No

Are you Closing out your savings amount?

 Yes, All Grant funds have been spent.

Yes, some have been spent and some are still saved.

No, Grant funds are still being saved.

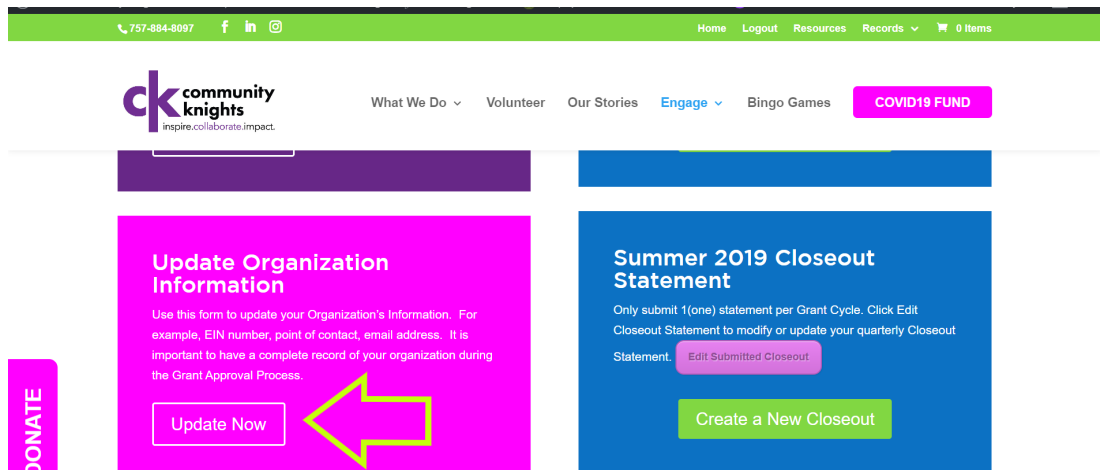
What happens if my organization gets a new Point of Contact for CK grants?

If someone else needs to take over as POC for your CK account you will need to let us know in writing by using the **Updater form** on your CK account (see screenshot below). Once received we will send the new POC the Grant Agreement form to sign off on after they have reviewed this Grants manual online. Then we will update your account records with CK and they are set to

start writing grants for your organization and attend Committees. The previously assigned committee will remain unless the new POC has a scheduling conflict. If a grant application is submitted prior to completing the above process it will NOT be considered for funding.

How do I update my organization's mission, fundraising goals, email, or address.

The updater form seen below is where you will change this information. It will not be changed on our end until a written request is submitted, and then updated in our CRM manually.



How do I get help with grant writing or closeout reports?

We offer grant workshops multiple times a cycle to assist you with grant writing and closeout questions. These sessions are very informal, and consist of open time slots where you can come and work with your laptop and ask questions. Think of it like a study block. You will sign up for these sessions in advance on your CK account.

Is Volunteering required in order to get grants?

While we love our Bingo volunteers and couldn't run the show without them, it is not a requirement to volunteer in order to get grants. In fact, it is not even taken into consideration at grant cycle time and the CK Board has no knowledge of who volunteers. However, Bingo is how this whole program is funded, so we'd love to see you if you can make it 1-2x a month to help support community funding and the sustainability of the GIFT Program! We have games every Wednesday and Sunday. If you or members of your group are interested in volunteer opportunities please go to www.communityknights.org/volunteer. There are many opportunities

besides our bingo games to get involved! Contact our volunteer coordinator with your interests and we'd be happy to match you with a volunteer activity that meets your passions. **If you do volunteer at our games please leave it off your grant application as we legally CANNOT consider it towards your funding request.

NOTE: Grant Funds CANNOT be Used to Reward Individuals who chose to Volunteer at our large scale fundraisers by:

- Giving Volunteers individual Credit on a per Slot Basis for the following is prohibited: Travel accounts, accounts for participation in events, or other types of fundraising accounts.
- Or promises of a specific dollar amount per slot volunteered off of Participation or Registration fees.

GIFT Marketing Opportunities

- · **“Because you play here...” Ability to speak at Bingo to share how CK grants help your organization and share your impact story. Organization name is added to Bingo Program. Ability to drop off flyers that we add to Player game packs.**
- · **At Committee Meetings – share your mission, upcoming events, volunteer needs, and organization needs.**
- · **At Open House award days network with other Non-profits and school groups and share information about your organization.**
- · **Community Exchange - GIFT roster of needs published on CK website and social media. Here you will be able to share your needs in terms of items - volunteers - donations etc. You will also be able to share any items you're willing to loan to other nonprofits. You can share upcoming events too.**
- · **Social media posts about your organization to share your successes, events, volunteer needs, and GIFT awards.**



We want our Bingo players to know exactly where their funds are going and how they are helping the community by choosing to play with Community Knights! This is a great way to get the word out to the community about your organization. It only takes a few minutes of your time and lets the players and our volunteers know how much their support means to so many people.