



## Funding Request Guidelines

### Alamo Kiwanis Club Charities

7700 Broadway, #104-213  
San Antonio, Texas 78209

Phone: (210) 226-4651

web page:

[www.alamo-kiwanis.org](http://www.alamo-kiwanis.org)

e-mail:

[akc@alamo-kiwanis.org](mailto:akc@alamo-kiwanis.org)

The Alamo Kiwanis Club Charities of San Antonio is accepting proposals from charitable organizations wishing to apply for donations from our club. To qualify, your organization must primarily serve children in Bexar County or surrounding areas.

We ask that you put your solicitation in the following format and submit it by email [akc@alamo-kiwanis.org](mailto:akc@alamo-kiwanis.org) or to the address listed below (**submission by email preferred**).

1. A **one-page letter** telling us who you are and why you are seeking our help.
2. Your letter needs to be very specific in the dollar amount and in what you will do with the funds if granted.
3. Your latest financial statement and budget for the current year.
4. Your 990 Return of Organization Exempt Form

**Please send your request by October 31<sup>st</sup> to:**

Alamo Kiwanis Club  
Attention: Youth Services Committee  
7700 Broadway, #104-213  
San Antonio, TX 78209

Please feel free to contact me if you have any questions or need further information.

Sincerely,

*Heather*

Heather Akkerman, Executive Director

**Mission Statement: The Alamo Kiwanis Club Charities exists for the sole purpose of raising funds for children in need.**