

Rotary Club of Roscommon Grant Application Guidelines

Each year, the Rotary Club establishes a budget for giving based on the success of fundraising efforts in the previous year. The Roscommon Rotary Grant Committee accepts grant requests from local community organizations for projects and initiatives which typically benefit the communities included in the Roscommon Area Schools District.

The Rotary Club of Roscommon targets funding for projects in the following categories:

- a. Arts and Culture
- b. Education and Literacy
- c. Basic Human Needs
- d. Protecting the Environment
- e. Building Strong Families
- f. Community Health and Safety
- g. Community Recreation
- h. Supporting our Seniors
- i. Developing our Youth

Each year, the Board of Directors prioritizes the issues from this list based on community need. Proposals are given bonus points based on how they align with the prioritized needs.

Grant requests are most likely to be funded when they meet needs like capital expenditures, equipment, one-time special opportunities or events, participation fees, sponsorships and new projects. The broader the impact of the project to our area, the more favorable review it will receive. Having a current Rotarian who is willing to sponsor your request and serve as a liaison between the club and your organization is encouraged, but not required.

Grants that are unlikely to be funded include requests for endowments, individuals, the same project for multiple years, ongoing operating expenses, and religious activities or programs.

Traditionally, the Rotary Club of Roscommon will fund at least one major project, (over \$10,000) and multiple smaller projects between \$500 and \$10,000. Requests of less than \$500 can be considered by written request and do not require a grant application. Grants rarely fund 100 percent of a project's cost. Applicants are encouraged to have alternative or additional funding sources in place prior to applying.

Procedures for applicants:

- Applicants can contact the Roscommon Rotary Grant Committee Chair or go on-line to www.roscommonrotary.com to obtain an application.
- Applicants should review the priorities, guidelines and procedures to assure their request meets the requirements.
- Applicants should review the Grant Committee meeting schedule listed on the web page.

- Complete all parts of the application forms do not leave anything blank. If you have questions, please call the Grant Committee Chair or contact your sponsoring Rotarian.
- Attachments to the application are not necessary, but if included they should not exceed 2 pages.
- Complete and submit it to:
 - Roscommon Rotary
 - PO Box 847
 - Roscommon, MI 48653
 - Attn: Kelly McCarthy-Tubbs
 - Or Email kmccarthy-tubbs@ncacu.org
- By signing the application form, you acknowledge the following responsibilities:
 - All information contained in the application is true and accurate to the best of your knowledge and that the application meets the grant criteria outlined in these guidelines.
 - Your organization has agreed to undertake this project and funds received will only be used as outlined in the grant application unless otherwise approved by Roscommon Rotary.
 - A report will be provided to the Roscommon Rotary one month following completion of the project or within 6 months if the project is not completed.

After your application has been submitted:

- Your application may be accepted, denied, or tabled for more information. The amount
- granted may be less than the amount requested.
- The Grant Committee makes its recommendations to the Rotary Club Board of Directors and then presents to the membership for the final decision.
- You will be notified of the status of your application.

Follow Up:

The Roscommon Rotary Club may issue information to the media about it's grant awards. Grant recipients will be required to present a written report on the progress and outcomes of their project to the membership.

Updated July 2018

**ROTARY CLUB OF ROSCOMMON
GRANT APPLICATION COVER SHEET**

Date of Application: _____

Legal name of organization applying: _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Year Founded: _____ Current Operating Budget: _____

Executive Director: _____ E-mail Address: _____

Contact person/title/phone number: _____

Address: _____

City/State/Zip: _____

Phone number: _____ Fax Number: _____

Web address: _____

List any support received from the Rotary Club of Roscommon in the last 5 years: _____

Current Project Name: _____

Purpose of Grant (*one sentence*): _____

Project start/end dates: ___/___/___ to ___/___/___ Amount Requested: \$ _____

Total Project Cost: \$ _____

Number of individuals who will benefit from the grant: _____

Percentage of individuals who will benefit who are Roscommon residents: _____

Name of Sponsoring Rotarian (if applicable): _____

By signing below, I acknowledge I commit to comply with the responsibilities listed in the grant guidelines.

Signature, Chairperson, Board of Directors

Signature, Executive Director

Typed Name and Title

Typed Name and Title

Date

Date

GRANT NARRATIVE

Please enter responses on this form. Please limit the narrative to no more than three pages.

1. Please provide a brief description of the agency.

2. Why is this project important to our community?
 - Describe the community need / problem addressed by the program for which you are requesting funding.
 - Describe the priority issue being addressed by the program.
 - Describe the population who will benefit from this project: Who will be better off and how?

3. What is the amount of the funding request?
 - Describe how grant dollars will be used and the rationale for the amount requested.
 - Please list other proposed/secured funding.

4. Rotary funds come from generous support of our fundraising activities. Those individuals are more likely to continue their support when they see the outcomes of their donations making a difference in the community. How will your organization recognize and/or promote Rotary's funding of this project?

5. If you do not receive the funding you have requested from the Rotary Club of Roscommon, how will this project change?

BUDGET

A. Organizational fiscal year end: _____

B. Expenses

	<i>Amount requested from Rotary</i>	<i>Total project expenses</i>
Salaries	\$ _____	\$ _____
Payroll Taxes	\$ _____	\$ _____
Fringe Benefits	\$ _____	\$ _____
Consultants and Professional Fees	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Printing and Copying	\$ _____	\$ _____
Telephone and Fax	\$ _____	\$ _____
Postage and Delivery	\$ _____	\$ _____
Rent	\$ _____	\$ _____
Utilities	\$ _____	\$ _____
Maintenance	\$ _____	\$ _____
Evaluation	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
Total amount requested	\$ _____	Total project expenses \$ _____

C. **Revenue:** include a **description and the total amount** for each of the following budget categories, in this order; please indicate which sources of revenue are committed and which are pending.

	<u>Committed</u>	<u>Pending</u>
1. Grants/Contracts/Contributions		
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations (itemize)	\$ _____	\$ _____
Corporations (itemize)	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
2. Earned Income		
Events	\$ _____	\$ _____
Publications and Products	\$ _____	\$ _____
3. Membership Income	\$ _____	\$ _____
4. In-Kind Support	\$ _____	\$ _____
5. Rotary/Other Donations	\$ _____	\$ _____
6. Other Revenue	\$ _____	\$ _____
Total Revenue	\$ _____	\$ _____