

Rotary Club 25 Grant Application Cover Sheet

(You may reproduce this form on your computer)

Date of application: _____ Application submitted to: _____

Organization Information

Name of organization

Legal name (if different)

Address

City, State, Zip

Phone

Fax

Web site

Name of top paid staff

Title

Phone

E-mail

Name of contact person regarding
this application

Title

Phone

E-mail

Is your organization an IRS 501(c)(3) not-for-profit? _____ Yes _____ No

If no, is your organization a public agency/unit of government? _____ Yes _____ No

▪ If no, please describe your organization:

Proposal Information

Please give a 2-3 sentence summary of request:

Population served:

Geographic area served:

Funds are being requested for (check one) *Note: Please be sure funder provides the type of support you are requesting.*

____ General operating support

____ Start-up costs

____ Capital

____ Project/program support

____ Technical assistance

____ Other (list) _____

Project dates (if applicable): _____

Fiscal year end: _____

Budget

Dollar amount requested:

\$ _____

Total annual organization budget:

\$ _____

Total project budget (for support other than general operating):

\$ _____

PROPOSAL NARRATIVE*

I. ORGANIZATION INFORMATION

1. Brief summary of organization mission and goals.

II. PURPOSE OF GRANT

1. The opportunity, challenges, issues or need and the community that your proposal addresses.
2. Overall goal(s) regarding the situation described above.
3. Objectives or ways in which you will meet the goal(s).
4. Specific activities for which you seek funding.
5. Who will carry out those activities.
6. Time Frame in which this will take place.
7. How the proposed activities will benefit the community in which they will occur, being as clear as you can about the impact you expect to have.
8. Long-term funding strategies (if applicable) for sustaining this effort.

III. EVALUATION

1. Please describe your criteria for success. What do you want to happen as a result of your activities? You may find it helpful to describe both immediate and long-term effects.

*This entire section should be no longer than two pages and preferably one page.