The North Charleston Rotary Club

Grant Fund Grant Application Form

Organization name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year founded: \_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Org. general email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E.D. email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application contact person and title (if diﬀerent): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle the one program area that best describes your organization’s focus:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hunger & Nutrition | Housing & Shelter | Literacy & Education | Children & Families | Health & Wellness | Building Better Communities |

Geographic areas served by your organization (circle all that apply)

North Charleston Charleston County Berkeley County Dorchester County

Organization’s annual budget for total operating expenses: $ \_\_\_\_\_\_\_\_\_\_

FY begins \_\_\_\_\_\_\_\_ and ends \_\_\_\_\_\_\_\_

Project/program name, or activity for which funding is being sought: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total budget for this proposed project: $ \_\_\_\_\_\_\_\_\_\_

Dollar amount requested from this application: $ \_\_\_\_\_\_\_\_\_\_

Duration of the program/activity for which funding is being sought: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start date: \_\_\_\_\_\_\_\_\_\_

This request is for (check one)

\_\_\_\_\_ District Grant Funds (include opportunity for Rotarian volunteer support, typically $2,000-2,500)

\_\_\_\_\_ Duck Race Funds (no volunteer participation required, typically $500-$1,000)

*District grants are typically limited to two awards per year. Applicants for District Grants will also automatically be considered for Duck Race Funds.*

Checklist for items needed for a complete application, in this order:

1. Grant Application Form
2. Narrative letter (2-pg max.), with the ﬁrst page on the organization’s letterhead. Please include:
   1. the mission of your organization
   2. an explanation of the need for the proposed program or activity
   3. a plan of action or proposed activities, with timeline (by when will you do what?)
   4. the intended results
   5. number of people to beneﬁt or be served
   6. how the results will be assessed (“Our plans will be considered successful if . . .”).
   7. description of volunteer opportunity for Rotarians, if applying for District Grant funds
3. Budgets. All applicants must submit:
   1. a budget for the speciﬁc project or program, showing income and expenses by line item.
   2. a general operating budget for the most recently completed ﬁscal year, showing actual income and actual expenses. *Limit to one page, summarize where necessary.*
   3. a general operating budget for the current ﬁscal year showing projected income and expenses. *Limit to one page, summarize where necessary.*
4. Board Members. List names of board members. Indicate which members are oﬃcers.
5. IRS letter certifying 501(c)(3) status of applicant