

ROTARY CLUB OF LAKEWOOD RANCH APPLICATION FOR FUNDING

ELIGIBILITY GUIDELINES

A GRANT APPLICANT MUST BE:

1. a certified 501 (c)(3) charitable organization, or
2. a public educational institution, or
3. a charitable Rotary Club or Rotary International program/project.

PREFERENCE WILL BE GIVEN

1. to organizations from the local area, primarily Manatee and Sarasota counties
2. to organizations that benefit children or the elderly
3. to requests for new projects, special programs, or specialized equipment purchases

WILL NOT FUND:

1. Requests for funding of capital projects (i.e., new buildings, additions, renovations, repairs, or similar projects)
2. Requests for funding of staff salaries
3. Requests for multi-year funding
4. Scholarships for individuals or groups of individuals
5. Animal rescue, shelter, habitat maintenance, or similar programs
6. Individuals
7. Political organizations or political campaigns
8. Legislative lobbying
9. Religious organizations for sectarian purposes
10. Sporting programs, i.e., sport teams, e.g., baseball, rowing, football, soccer, lacrosse, et al.
11. Art groups like bands, orchestras, choral groups, chamber groups, and other similar groups

Recipients funded in any given year, must submit a written report to the Rotary Club by the end of the calendar year in which funds were provided specifying in detail how the funds were spent. Failure to do so will make that organization ineligible to apply for a grant the following year.

Grant applications must be received by December 31 of each year. Receipt of your grant application will be acknowledged. We will review applications on a timely basis and will advise applicants during the first quarter of the new year.

APPLICATION FORM

Please type your application on 8 1/2 x 11 i paper, using 12-point font and reasonable margins. Original and copy-machine paper copies only to be considered (no faxes or emails). Please enclose nine copies of the completed application, including the original, and nine copies of each required attachment.

Please number all items and respond according to the following sequence:

1. Legal name of organization
2. Mailing address (street/city/state/zip)
3. Phone/fax/email
4. Contact person/title/ phone/email
5. Mission of organization
6. Title of Project
7. Total budget of the project
8. Amount of money requested
9. Narrative description of project. *Please use no more than one typed page. Include: how this project meets the objective of the organization; who will manage the project; timeline for implementation and completion of project.*
10. If project will take place over more than one year, please explain
11. List other sources of funding for this project
12. If this project is only partially funded by the Rotary Club of Lakewood Ranch, explain how only partial funding will affect the success of the project.
13. Start date of your organization.
14. Is your organization part of a National Organization? If yes, name National Organization.
 - a. If yes, what % of every dollar stays in our community
15. Number of volunteers used by your organization
16. Number of paid employees
17. List any and all facilities operated by your organization (include name and address of each).
18. List names of major services provided by your organization and the number of clients served by each.
19. The following statement must be included and signed by the person authorized to submit this grant application.

As (TITLE)_ of (NAME OF ORGANIZATION) I acknowledge the submission of this grant application to be in full accordance with programming, planning, and budgeting as approved by the Organization's Board of Directors.

Name:

Date:

Include with this application the following required attachments, labeled appropriately:

Attachment A: A copy of your organization's 501(c)(3) IRS Determination of Exemption letter

Attachment B: Most recent year's signed long form IRS 990 and financial statement audit and/or review

Attachment C: Current Budget with Application line items highlighted

Attachment D: List of your current Board of Directors including their address and business affiliations

Please use large sturdy paper/binder clips or "wing" clips to hold each copy of the application together. Please place the name of your organization in the bottom "heading margin" of each page and number each page sequentially.

Mail/deliver completed application to:

**Rotary Club of Lakewood Ranch
8374 Market Street,# 449
Lakewood Ranch, Florida 34202**