

**ROTARY CLUB OF LAKEWOOD RANCH
APPLICATION FOR FUNDING**

ELIGIBILITY GUIDELINES

1. Preference given to local area, primarily Manatee & Sarasota Counties
May allow for Rotary Club participation beyond monetary contribution
2. Must be a 501 (c) (3) organization
3. Project related expenses (We do not normally fund requests for general operational expenses.)
4. Will not fund:
 - Individuals
 - Political organizations or political campaigns
 - Legislative lobbying
 - Religious organizations for sectarian purposes

The deadline for receipt of grant applications is December 31st of each year.

Receipt of your grant application will be acknowledged.

We will review these applications on a timely basis and will advise the applicants of our decisions during the first quarter of the new year.

APPLICATION FORM

Please type your application on 8 1/2 x 11 inch 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
15. If yes, what % of every dollar stays in our community
16. Number of volunteers used by your organization
17. Number of paid employees
18. List any and all facilities operated by your organization (include names and addresses of each)
19. List names of major services provided by your organization and the number of people served by each
20. 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

Note:

Preference will be given to requests for new projects, special programs, or specialized equipment purchases.

Preference will be given to programs that focus on the needs of children & the elderly.

Include with this application the following required attachments, clearly labeled as follows:

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

Attachment B: *Most recent year's signed IRS990 form or audit*

Attachment C: *Current Budget with Application line items highlighted*

Attachment D: *List of your current Board of Directors including each of their addresses 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 no later than December 31 to:

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