

**COMMUNITY GRANTS – 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 or a public educational institution.
3. Project related expenses (we do not normally fund requests for general operational purchases).
4. Preference will be given to requests for new projects, special programs, or specialized equipment purchases.
5. Preference will be given to programs that focus on the needs of children and the elderly.
6. Will not fund:
 - a. Individuals
 - b. Political organizations or political campaigns
 - c. Legislative lobbying
 - d. Religious organizations for sectarian purposes.

The deadline for receipt of grant applications is January 16, 2016. Applications must be received by the deadline. Applications postmarked by this date but not in hand will not be considered. Receipt of the grant will be acknowledged. We will review the applications on a timely basis and advise the applicants of our decisions during the first quarter of the new year.

APPLICATION FORM

Please type your application on 8 ½ 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.

Number all items and respond according to the following sequence.

1. Legal name of organization
2. Mailing address (street/city/zip)
3. Phone/fax/email
4. Contact person/title/phone/email
5. Mission of organization
6. Title of project
7. Total budget of project
8. Amount of money requested
9. Narrative description of project. 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 of 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 name 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

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 or equivalent

Attachment B: Most recent year's financial statement 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 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 completed application to the attention of Laurie Hagberg at:

Rotary Club of Lakewood Ranch
c/o The UPS Store
8374 Market Street
#449
Lakewood Ranch, FL 34202-5137

If preferred, your application package may be dropped off in person at The UPS Store at the above Market Street address.