

# 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 and projects consistent with Rotary's Seven Areas of Focus.

### WILL NOT FUND:

1. Capital projects that directly benefit the administration of the charity. We will closely review any requests for capital funding to assure funds directly benefit the charity's beneficiaries.
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 paper, using 12-point font and reasonable margins. Please number all items and respond according to the following sequence. Your full application, along with required Attachments A through D, must be submitted electronically as a pdf. to our email address: THIS IS A NEW PROCEDURE*

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, the name of the National Organization; 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. Also, financial statement audit 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 place the name of your organization in the bottom "heading margin" of each page and number each page sequentially.*

***Deliver completed application AS A PDF VIA EMAIL, COMPLETE WITH ATTACHMENTS to:***

**[RotaryClubLWRgrants@gmail.com](mailto:RotaryClubLWRgrants@gmail.com)**