



ROTARY CLUB OF WINTER PARK CHARITABLE FOUNDATION, Inc.

P.O. BOX 1416

WINTER PARK, FL 32790-1416

GRANT APPLICATION

ORGANIZATION: _____

STREET: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____ **FAX:** _____

E-MAIL: _____

EXEC. DIRECTOR'S NAME & TITLE: _____

CONTACT PERSON (IF OTHER THAN EXECUTIVE DIR.) _____

AMOUNT REQUESTED: _____

BRIEF DESCRIPTION OF REQUEST IS SET FORTH BELOW

SIGNATURE, PRESIDENT - BOARD OF DIRECTORS

DATE

SIGNATURE, EXECUTIVE DIRECTOR

DATE

BRIEF DESCRIPTION OF REQUEST (USE SEPARATE SHEET IF NECESSARY)

BRIEF DESCRIPTION OF REQUEST (CONTINUED)



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P.O. BOX 1416
WINTER PARK, FL 32790-1416

CRITERIA FOR ISSUING GRANTS

1. Organization must meet IRS requirements for “Not For Profit” status and furnish proof (IRS letter).
2. Applications must be received no later than April 30th, stating the amount requested (Grants awarded by October). Our typical grants range from \$250 to \$1,100.
3. Description must detail how the funds will be used for the benefit of Winter Park residents. Preference will be given to Winter Park charitable organizations and those where our Grant would be substantial to their budget.
4. **The submission should include:**
 - a. Brief description of the organization and its activities including its Mission Statement.
 - b. Explanation of how the funds will be used for the benefit of Winter Park residents.
 - c. List of the Governing Board, with their affiliations.
 - d. Latest audited financial statements & IRS Form 990.
 - e. Copy of current year budget.
 - f. Copy of the most recent determination letter from the IRS granting exemption from federal income tax.
 - g. A brief two or maximum three sentence summary of how the funds will be used.
5. Identify any Winter Park Rotarian(s) who are actively involved in your charitable organization.

Note: Preference will be given to those organizations in which one or more Winter Park Rotarians are actively involved.