

Rotary Club of Port Townsend believes that investing in our local community is a cornerstone of our work. One of the ways we do this is through our community grants program which supports local nonprofit organizations that meet the unique needs of Jefferson County.

The Rotary Club raises money through a variety of fundraisers and then gives it away to our community based on an application process. The awards are made by the Port Townsend Rotary Charitable Fund, the 501(c)(3) arm of the Rotary Club.

To be eligible, applicants must meet all the following criteria:

- Be a 501(c)(3) tax-exempt, charitable organization. As part of its due diligence, the board will check with the IRS to ensure that the applicant's status is in good standing.
- Support the Jefferson County community.
- Be based in Jefferson County or be a chapter of a larger organization with the chapter located in Jefferson County.

Other stipulations

- The Fund does not support political or religious activities.
- The Fund will only award one grant per organization, per year.
- Funding awards will range from \$500 to \$10,000.
- The grantee must agree in writing to use the grant for the specific activities enumerated in the application, provide the Fund within one year of receiving the grant with a written report, including a financial report, on how it used the funds, and to return funds if it does not use the grant for the purposes proposed.

Please complete the grant application form and email it, along with any attachments to:

Peter Ewing @ pmjewing469@gmail.com

Applications will be accepted until May 31st, 2025.

GRANT APPLICATION FORM

Legal Name of Organization:

Federal Tax ID Number:

Address:

City, State, Zip:

Website (if available):

CEO Name and Title:

Contact Name and Title:

Telephone Number:

Email Address:

Organization Mission Statement (Limit 1000 characters):

Year Organization was Founded:

Current Year Operating Budget \$

Name of Project:

Start Date:

End Date:

Proposed number of people directly served by the project:

Requested Amount \$

Total Project Cost \$

Provide a brief description of the project and the projected outcomes (Limit 5000 characters):

Please include the following attachments:

- 1) Project Budget
- 2) Copy of the organization's 501(c)(3) designation letter, or application
- 3) Copy of the first page of the organization's most recent filed IRS 990
- 4) List of Board of Directors
- 5) Most recent financial audit or compilation, if available

Authorized Signature and Endorsement:

If we receive a grant, we agree to use the funds as specified in this request. We will provide a report, including a financial report, on how we used the funds, within one year of receiving the grant. We agree to return the funds if we do not use them for the purposes proposed.

We will allow the Rotary Club of Port Townsend and the Port Townsend Rotary Charitable Fund to use the information provided in this request in its publications and news releases, and will mention their support in any publications, news releases, or other publicity related to the project.

Signature and Title _____ Date _____