



Rotary Club of Alexandria
P. O. Box 12306, Alexandria, LA 71315-2306
Request for Funds Application for 2021

Application Process:

Complete the Request for Funds application and forward the original to the Rotary Club of Alexandria, Attn: Grant Chairman, P. O. Box 12306, Alexandria, LA 71315-2306. The application must be completed in full. Incomplete forms or other deviations from the application format may result in the application being returned. All complete applications will be considered by the Board of Directors. Action taken on any application will be communicated to the applicant by the Grant Chairman. The application must bear the signature of the CEO/President/Executive Director and the Project Manager involved in the project. The application must be signed by at least two persons authorized by the requesting organization. Each person signing the application assumes responsibility for compliance with the guidelines and procedures. All requests are subject to availability of funds.

Date of Application: _____

Amount of Program Request: \$ _____

Project Name and Location of Event: _____

Project Activity Dates: _____

Length of time event has been in existence: _____

Expected participation: _____

Total Budget for Program: _____

What is the cash contribution your organization is making to this project? _____

Name of Organization requesting funds: _____

Address: _____

City/State/Zip Code: _____

Contact Person: _____

Daytime Phone: _____

E-Mail Address: _____

Organization's Tax Identification Number: _____

501(c)(3) Tax-Exempt: YES ___ NO ___ (Please attach copy)

- Briefly describe your organization’s history and purpose.

- Please list your organization’s other funding sources and amounts from each for this project/event.

- Please provide an executive summary of the program or project for which funds are requested.

CERTIFICATION

We certify that the information in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

CEO/President/Executive Director

Project Manager

Printed Name

Printed Name

Date

Date

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Funding Guidelines

Purpose & Program Goals	Funding is provided according to the policies approved by the Rotary Grant Committee and Rotary Board of Directors. All programs selected for funding should fulfill the local theme of <i>Rotary Opens Opportunities</i> , which is derived from the 2020-2021 Rotary International theme of <i>Rotary Opens Opportunities</i> . Explain how your project will open opportunities for your organization, our community or participants of your program.
Application Deadline:	Applications are due by Tuesday April 13th, 2021. They may be mailed to the Rotary Club of Alexandria, Attn: Grant Chairman, P. O. Box 12306, Alexandria, LA 71315-2306 or emailed to Scott Laliberte at scott@thediamondgrill.com . The Rotary board reserves the right to disqualify an application received after that date. Partial or incomplete applications will not be eligible for consideration. Your non-profit may submit one request each year.
Project Activity Dates:	All projects must take place during the budget year for which it is funded.
Project/Event Development:	Granting this year is intended to fund projects, which will open opportunities and make a significant positive impact in our community. Non-profits focusing on education, healthcare, social services and cultural arts are eligible for funding. Funding is not for operating expenses . Funding is to go to programs or projects, not to capital campaigns . Funding must go specifically to the project or event approved.
Eligibility:	Non-profit organizations, including social, arts, humanities and cultural organizations under section 501(c)(3) of the Internal Revenue Code may apply for funding for one event each granting cycle.
Annual Support:	The funding of an annual event in one year does not obligate the Rotary Club or its Board of Directors to continue support for the project/event in subsequent years.
Recognition:	Organizations receiving funding by the Rotary Club of Alexandria will credit the Rotary Club with any advertising which is produced for the project/event.

Guidelines are to be strictly followed. The Grant Chairman and Board of Directors reserve the right to demand that any and all funding be immediately returned if guidelines are not followed.

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Funding Request
Required attachments for application consideration:

- The organization's mission statement.
- A current list of Board of Directors.
- A copy of the current year operating budget.
- A copy of the IRS letter documenting 501(c)(3) tax-exempt status, if applicable.
- A copy of current budget information for event. (Complete the attached budget worksheet.)

FOR INTERNAL BUREAU USE:

Date Presented to Board: _____

Approved: _____ Denied: _____

Expectations from Project for Which Funding is Requested

Funding for this grant comes from members of the Downtown Rotary Club of Alexandria. Your request should outline a project or event wherein your organization will partner with another local non-profit to effect a significant positive result in our community. It will need to show how, through this funding, *Rotary Opens Opportunities*.

1. In a paragraph, explain how your project or event will “Open Opportunities”

2. If your project truly inspires and leads to consequential action, what are your expected results?

3. Has this event been held in Rapides Parish previously? _____ Yes _____ No If so, how was it funded?

Budget Estimate Worksheet

Name of Event _____
 Organization _____
 Contact Person _____
 Request Period _____
 Amount Requested \$ _____

Advertisement/Publicity/Promotion*	Estimated Cost	Matching Funds	Brief Description
Posters			Use additional sheets if necessary.
Flyers			
Push Cards			
Radio			
TV			
Newspapers			
Billboards			
Direct Mail			
Websites			
T-Shirts			
Activity	Estimated Cost	Matching Funds	Brief Description
Banquet/Event/Program Cost			
Transportation (event related non personal)			
Entertainment (event related non personal)			
Food Services (event related non personal)			
Facility Rental			
Decorations			
Props			
Sound and Lights			
PowerPoint Audio/Visual			
Security			
Miscellaneous			
Operational Support	Estimated Cost	Matching Funds	Brief Description
Telephone			
Postage Shipping			
Printing Copies Duplication			
Supplies			
	TOTAL ESTIMATED COST	TOTAL MATCHING FUNDS	

Total Estimated Revenue \$ _____
 Total Estimated Cost \$ _____