



## **GRANT APPLICATION**

### **Contribution Policy and Guidelines for Local Charities**

The Rotary Club of Kalamazoo provides funding, within its resources, for worthwhile charitable or educational projects in the greater Kalamazoo area.

**Typical Grant Range: \$500 - \$3,000.**

**GRANT APPLICATIONS ARE ACCEPTED SEMI-ANNUALLY and are due September 1 and April 1.**

Special consideration is given to requests meeting one or more of the following conditions:

- New programs with committed community support (financial and organizational).
- Programs in need of leveraging funds to match a donor's challenge.
- Capital expenditures.

Priorities will be given to those projects that benefit the greatest number of people in the community and to those groups with the greatest degree of need.

The Rotary Club of Kalamazoo does not fund:

- Individuals or For-Profit Entities;
- General Operations, Endowments or Capital/Annual fund Campaigns;
- Multi-year funding requests; or
- The same organization within two years of previous funding.

If funds are granted, a representative of your organization may be asked to attend a Rotary Luncheon (held every Monday) to provide a brief presentation of their use.

Grant funds are to be expended only for the purpose for which they were identified in the grant application and any funds not used within one year of approval date are to be returned to the Rotary Club of Kalamazoo. The Rotary must be notified of any changes in the status of the project and/or organization.

#### **Submit your application as a pdf to:**

Maria Newhouse, Charitable Contributions Committee Chair, [maria.newhouse@kzoo.edu](mailto:maria.newhouse@kzoo.edu)

Please include the following with your grant application:

1. Narrative (two pages maximum, 12 pt. font, 1-inch margins)
  - Name of Organization and contact person with phone and email address
  - Amount Requested
  - Total Project Expense
  - Project Dates
  - If applicable, list of previous grants received from the Rotary Club of Kalamazoo: (Amount, Date and Purpose)
  - Mission statement and **brief** history of organization.
  - Project Description, please include:
    - Project Summary
    - How does the project meet a community need in the greater Kalamazoo area?
    - How many individuals in the Kalamazoo community will be served by this project?
    - Are there other organizations in the Kalamazoo area addressing these needs? If so, how do you justify your activity in this project?
    - How do you plan to evaluate the success of your project and report these findings to the Rotary Club of Kalamazoo?
    - If this is a continuing project, please explain how the organization will continue to fund the project beyond the grant period.
2. Budget with balanced revenues and expenses. Include anticipated funding sources and note whether the funds are committed or pending (one page maximum)
3. Proof of IRS 501(c)3 status
4. List of Board of Directors with affiliations
5. Signature of Executive Director or President/Chair of Board of Directors and Date. May be included in the Narrative or in a Cover Letter.

**Thank you for your service to our community!**