

Small Grant Request



What qualifies as a small grant request?

Rotary Club of Portage members nominate individuals and organizations for annual small grants. These grants support education, health, human services, youth and senior services, and environmental initiatives. Grant amounts typically range from \$100 to \$750. Grant requests cannot exceed \$750.

When is the grant deadline?

Grant proposals are reviewed monthly (rolling deadline), and recipients are notified following action by the Rotary Board

Guidelines

- A Portage Rotary member must sponsor the grant request.
- Grant applications submitted to the President as meeting these guidelines will be placed on the ensuing board agenda.
- Grant requests must be at least \$100 and cannot exceed \$750.
- Recipients are encouraged to attend a Rotary luncheon to receive their check.
- Projects must have local impact.
- Financial and other support from those not directly involved with the Rotary Club of Portage is preferred.
- Grants should be crucial to the success of the proposed investment or activity.
- Only one grant application per organization/cause per year.
- Grant funds awarded can only be expended for the activities outlined in the grant proposal and unused funds are to be returned to the Rotary Club of Portage.
- The Board reserves the right to determine if the actual activities match the grant request and, if not, the funds must be returned for non-compliant activities. All applications and supporting documents must be typed – no handwritten documents.

How to submit a grant request

1. Access the Form: Find the "Portage Small Grant Application" form on our website under the "Documents" section.
2. Complete the Form: Fill out all requested information completely. Use a second page if additional space is needed.
3. Submit the Form:
 - a. Option 1: Print the completed form and deliver it to the President.
 - b. Option 2: Save the form and email it as an attachment to the President.