

Small Grant & Recognition Award Request

What qualifies as a small grant or recognition award 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, and recipients are notified following approval by the Rotary Charities Board. The grant committee evaluates proposals and makes recommendations to the board.

Guidelines

- A Portage Rotary member must sponsor the grant request.
- Grant requests cannot exceed \$750.
- Recipients are encouraged to attend a Rotary luncheon to receive their check.
- Grants benefiting an individual should be to enhance personal skills development.
- Recipients must live or work in the City of Portage or the Portage Public School District.
- The Rotary Club of Portage cannot be the only source of funding for your project.

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 Grants Chair.
 - b. Option 2: Save the form and email it as an attachment.