DISTRICT 6490 ROTARY FOUNDATION ACCOUNT AT THE ILLINOIS PRAIRIE COMMUNITY FOUNDATION

APPLICATION

PURPOSE: The purpose of the District 6490 Rotary Foundation Account is to receive gifts, bequests, and donations of money and property in support of the charitable objects and aims of Rotary District 6490 to fund local and larger Rotary projects. Contributions will fill the gap between projects of The Rotary Foundation (TRF) and projects that are too costly for clubs to fund on their own. The account will allow Rotarians to respond to disasters in a timely manner. This account offers Rotarians the opportunity to make bequests for projects of interest to Rotarians in District 6490. It provides an additional option for giving as Rotarians model our motto of “Service Above Self”.

PROCESS: Grant requests are received and reviewed by a committee of five District Rotarians including the current District Governor. The Committee shall be designated to work with the Illinois Prairie Community Foundation to carry out the charitable work and activities of the projects. The Committee may submit project proposals describing the specific needs and outcomes of each project for funding consideration by the Foundation. Project proposals should highlight the charitable nature and public benefit of the proposed project. An estimated project budget and/or description of the expected expenses should be included as well as a projected timeline.

Grant applications should be directed to the committee chair. Applications can be submitted at any time and will be acted on by the committee within 30 days. Based on the committee’s recommendation, approval will be requested from the Illinois Prairie Community Foundation.

RESTRICTIONS: Grants cannot be used to unfairly discriminate against any group or promote a particular political or religious viewpoint. In addition, grants cannot fund: Fundraising activities; Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities; Public relations initiatives, unless they are essential to project implementation; Project signage in excess of $500.

Grants may not be used to reimburse clubs or organizations for activities and expenses already completed or in progress with the exception of grants related to disaster response.

REPORTING AND STEWARDSHIP: A Final Report, with receipts for all expenditures, must be submitted within 60 days of the full expenditure of the grant funds.

APPLICATION:

Please complete the form electronically.

Print the form and add the required signatures.

Scan and email the form to the Heather Stoa: [hhstoa@gmail.com](mailto:hhstoa@gmail.com)

Rotary Club:

Project Name: Is this a: ☐ Local project? ☐ International project?

Amount Requested:

Start Date: Expected Completion Date:

Name of Primary Grant Contact (Where the check will be sent):

Address: \_City: State: Zip:

Email Address: Phone:

BRIEFLY DESCRIBE THE PROJECT AND ITS LOCATION

Project Description:

Describe how the project will benefit the community and/or improve lives:

Are the requested funds to be used for operational or capital purposes?

Is the intended use of the grant for seed money to start or enlarge an initiative? Please explain:

Has this request been submitted to another organization for funding?

Was funding received? How much was awarded?

Describe how the public will know this is a Rotary District 6490 sponsored project? Please be specific.

Cooperating Organization(s) – if the project involves a cooperating organization, please provide the name of the organization below and attach a letter of participation from that organization that specifically states its responsibilities.

Is the requesting organization 501 (c) (3) tax exempt? Yes No

Please submit a copy of IRS tax exempt status letter with this request.

Name of Cooperating Organization(s):

If this is an International Project, identify the district number and cooperating Rotary Club:

BUDGET

PROJECT INCOME:

Amount of Grant Funds Requested:

Other Funding Sources (Names/Amounts):

Total Budgeted Income:

PROJECT EXPENSES:

Expense Items (Please be specific) Cost

Total Budgeted Expenses:

While the Rotary District 6490 Foundation Account Committee at the Illinois Prairie Community Foundation initially requests the budget items outlined above, the Committee reserves the right to request supporting

documentation related to the development of the budget and the Sponsor understands that if requested, it is important for the information to be provided so that the application can be reviewed and processed.

Failure to follow the reporting requirements can disqualify the Club from future grants and can necessitate the repayment of the full grant award received.

I/We affirm that all information in the Grant Application is true and accurate, to the best of our knowledge. Type name:

Signature

Email:

Date:

Type name:

Signature

Email:

Date:

Please email the completed application and other required forms to Heather Stoa at: [hhstoa@gmail.com](mailto:hhstoa@gmail.com) Before submitting your request, please check the following:

* All questions have been completed
* A detailed budget has been included/attached
* Letters from Cooperating Organizations have been attached
* All signatures have been obtained

After submitting your request, please verify receipt of the application with Heather Stoa: [hhstoa@gmail.com](mailto:hhstoa@gmail.com)