



**JOSEPH H. CANNON MEMORIAL GRANT  
THE ROTARY CLUB OF CHAMPAIGN**

## **GRANT APPLICATION GUIDELINES**

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The following information is designed to assist you in submitting a successful grant proposal for consideration by the Champaign Rotary Club's Joseph H. Cannon Memorial Grant Committee. Each proposal will be evaluated on its potential value to Champaign County, funding available for disbursement and on the quality of planning, leadership, support and vision expressed in the application.

### **ELIGIBILITY**

Any organization with an IRS certification of a charitable tax-exempt 501(c)(3) status, or other comparable non-profit public charity, that serves the residents of Champaign County is eligible to apply.

### **SUPPORT**

Each application **MUST** be supported and sponsored by a member in good standing of the Champaign Rotary Club. The member must provide a letter of support that is submitted with the application and must sign the application coversheet.

### **TYPES OF PROJECTS OR PROGRAMS SUPPORTED**

Champaign Rotary invites proposals in the areas of arts and humanities, environmental concerns, education, health and human services, urban affairs and youth activities. While applications in any of these categories will be considered, awards may not be made in every category. Successful proposals will address problems to be solved or opportunities to make a difference in Champaign County. You are encouraged to submit proposals that:

- Suggest practical approaches to addressing community problems
- Promote collaboration and cooperation among agencies
- Generate community support, both professional and volunteer
- Strengthen an agency's effectiveness or stability
- Address prevention as well as remediation

The **minimum** amount to be granted starts at \$5,000 and does not typically exceed \$20,000.

### **TYPES OF PROJECTS OR PROGRAMS NOT SUPPORTED**

The Joseph H. Cannon Grant does NOT provide grant money for the following:

- Annual operating budgets (including staffing costs, marketing, nondurable items)
- Endowments
- Scholarships
- Costs already incurred
- Loans or assistance to individuals
- Political candidates or partisan purposes
- Sectarian purposes unless program or project is open to the entire community regardless of religious belief and does not require religious participation
- For-profit entities
- Start-up costs for new agencies (new programs or projects within an established agency *are* eligible)

### **SUBMITTING YOUR PROPOSAL**

Only *one* application per agency may be submitted. The *original and ten* copies of each proposal must be submitted with the Application Cover Sheet and all attachments outlined thereon. Include *one* copy of your organization's Financial Position (Balance Sheet), Statement of Activities (Income & Expense plus Operating Budget) and most recent audit. You may include copies of additional attachments, such as a brochure, if desired.

Do **NOT** enclose your proposal in any sort of cover or folder or include any materials other than those requested. You will be contacted if the committee desires more information.

Because of the number of applications received and the limited amount of time the committee has to review the applications and make recommendations, we are including some suggestions that will assist the committee and help you submit as complete a proposal as possible.

- Make sure the application is well-conceived and organized. Reviewing the Project Narrative section of these guidelines will assist you with choosing the most pertinent information for inclusion and organization.
- Be concise, brief, logical, specific and as interesting as possible to communicate your message clearly.

- Include the best and most up-to-date financial information available. A project or program budget must be included as well as a budget for the entire organization.
- When appropriate, consider collaboration or a coordinated effort that will benefit more than one agency.
- Describe how your proposed project or program relates to the purposes and goals of your organization.
- Clearly articulate the benefit of your project to real people.
- Indicate input from clientele and beneficiaries, as well as volunteer and citizen participation.
- Provide evidence that the proposal presents a reasonable scope of activities that can be accomplished within the time allotted and with the resources of the applicant.
- Develop an evaluation process that defines criteria, explains evaluation tools and how they will be used. Describe how evaluation will be used for program improvements.
- Make sure all copies are *legible*.

#### **NOTICE OF GRANT DECISION**

All applicants will be notified of grant awards or denials by letter as soon as possible. This is will be after the club's non-profit entity – WGRC – has met to approve the Joseph H. Cannon Memorial Grants Committee recommendations.

#### **GRANT AGREEMENT**

If your organization receives a grant, you will be asked to sign a Grant Agreement that commits the organization to spending the allocation only for the project submitted and by the end of the following calendar year. You will also be asked to provide copies of receipts.

#### **PUBLICITY AND MEDIA COVERAGE**

The Champaign Rotary Club will issue a press release announcing the grants after the WGRC Board has voted on the final list. Agencies and organizations receiving grants are also encouraged to provide additional publicity through local media and their own newsletters. Remember that receipt of a grant is an opportunity for positive publicity for your organization and for the Champaign Rotary Club.

The Champaign Rotary Club may also request that you display a plaque or other signage for public view saying that the Champaign Rotary Club provided funding.

The Champaign Rotary Club also urges all recipients to send us photographs of the project or program in “action” for inclusion in our publications. “Letters to the Editor,” for your local paper or *The News-Gazette* are also encouraged and appreciated.

## **PROJECT NARRATIVE**

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Your project narrative should be no more than three 8 ½ x 11 pages and should directly address the four section headings in the cover sheet as completely as possible. This narrative outline is not meant to be all-inclusive nor limiting in what you may submit. We have attempted to outline those points for which the committee will be looking in its review of your proposal. Please avoid using jargon, initials and abbreviations. Proposals must be *legible*.

### **Organization History and Background**

- Brief description of your organization's history, mission and goals.
- Organizational relationships, both formal and informal, with other organizations working to provide similar services.

### **Description of the Project or Program**

- Briefly describe the program or project to be funded and its anticipated significance to your organization.
- Briefly describe the community need this project or program is designed to meet.
- Briefly describe the organizations and individuals you have consulted about this project or program and that support its overall need.
- Briefly describe the overall objective of the project or program.
- Briefly describe the people who will benefit from your project or program.
- Describe the strategies you will use to implement the project or program.
- Discuss the timetable and anticipated length of the project or program.
- Briefly describe how this project or program relates to existing programs.
- Discuss the qualifications of the organization to implement and/or operate the project or program.

### **Project or Program Budget**

- Amount requested with a detailed budget for project or program
- Other sources of funding for this project or program and how it will be sustained

### **Evaluation**

- What results do you expect to achieve from the project or program?
- How will you measure your results and outcomes?
- How will you communicate this information to your funders and/or constituency?

Joseph H. Cannon Memorial Grant  
The Rotary Club of Champaign  
c/o Joan M. Dixon

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