**ROTARY CLUB OF MATTOON**

**GUIDELINES AND APPLICATION FOR COMMUNITY GRANT**

**GUIDELINES**

The Rotary Club of Mattoon has limited funds available annually to provide grants to support areas of need within the Mattoon community. Grant requests should fall within Rotary’s seven areas of focus:

1) Promoting peace; 2) Fighting disease; 3) Providing clean water, sanitation and hygiene; 4) Saving mothers and children; 5) Supporting education; 6) Growing local economies; 7) Supporting the environment. Grant requests must indicate how the funds will be used to make community improvements in one of these areas. (*NOTE: Could instead establish our own local areas of priority)*

The Club will not consider grant requests for projects such as political fundraising; operating costs of start-up programs; ongoing operating expenses, or events/activities that benefit individuals or exclusive groups of individuals.

**Application and Approval Process**

Grant requests must be submitted on the *Application for Grant Funding* posted on the Rotary Club of Mattoon website and available through a Club officer.

All qualified applications received will be reviewed by the Club Board at its next scheduled monthly meeting and the applicant will be notified regarding approval. (*NOTE: Some clubs only consider requests twice a year?)*

Requests must include the following information as indicated on the Application form:

* Description of organization requesting the grant: how the organization serves the community, number and demographics of individuals served.
* Description of project
* Description of project benefits to the Mattoon community
* Total cost of project
* Other sources of funding to support project
* Agreement to attend Rotary Club meeting to accept grant and be photographed for promotional publications.
* Agreement to recognize Rotary Club sponsorship in project promotional materials
* Agreement to submit final report to the Rotary Club within 30 days of completion of the project describing how the grant was used and provide a photograph of project activity.

**APPLICATION FOR COMMUNITY GRANT**

Agency/Group Name Contact Person and Title:

Address:

Phone: Email:

Describe the organization requesting the grant: how the organization serves the community, number and demographics of individuals served:

Has the organization received a grant from the Rotary Club of Mattoon in the past? YES NO

If yes, describe dates and type of support received.

Area(s) of focus which grant will address: 1) Promoting peace; 2) Fighting disease; 3) Providing clean water, sanitation and hygiene; 4) Saving mothers and children; 5) Supporting education; 6) Growing local economies; 7) Supporting the environment.

Description of project:

Description of project benefits to the Mattoon community:

Is this an annual project/program? YES NO

Total cost of project: Amount of funding requested:

Other sources of funding to support project:

Please note agreement to attend Rotary Club meeting to accept grant and be photographed for promotional publications. Circle YES

Please note agreement to recognize Rotary Club sponsorship in project promotional materials. Circle YES

Please note agreement to submit final report to the Rotary Club within 30 days of completion of the project describing how the grant was used and provide a photograph of project activity. Circle YES

Printed Name and Signature of Applicant: Date:

Submit completed request form to a Club officer or mail to:

Rotary Club of Mattoon, PO Box 1611, Mattoon, Illinois 61938