



ENDOWMENT FUND GRANT GUIDELINES

FOR

THE ROTARY CLUB OF MUNCIE

The Board of Directors of the Rotary Club of Muncie considers grant requests annually. The Board wishes to evaluate all requests as objectively as possible, consistent with the expressed priorities of the Club. Please review the general guidelines listed below when considering your request for charitable funding.

Timeline:

- Requests must be submitted no later than August 30th.

Local Focus:

Requests will be considered for review based on the following community priorities:

- Education
- Arts/Culture
- Human Services
- Economic Development
- Community Betterment

The Muncie Noon Rotary Club will generally not consider:

- Multi-year commitments
- Support for individual political parties/candidates or support for religious teachings and programs
- Support for operating or budget deficits, capital campaigns, endowments, or to benefit individuals.

The Rotary Club of Muncie was organized on July 13, 1917

ROTARY CLUB OF MUNCIE

P.O. BOX 362

Muncie, IN 47308



GRANT APPLICATION

Deadlines: The application with attachments must be electronically received or postmarked by 5:00pm on August 30th.

Mail To: commfound@cfmdin.org

or

The Community Foundation of Muncie & Delaware County
Attn.: Grants Committee
P.O. Box 807
Muncie, IN 47308

Name of Organization: _____

Federal Tax ID number (EIN): _____

Primary Contact: _____ **Title:** _____

Address: _____

Phone: _____ **Email:** _____ **Fax:** _____

Summary of proposal, including objectives:

Pertinent Dates Involved: _____

Total cost of the project \$ _____

Requesting from Rotary \$ _____

(Project budget must be attached to this application)

Other funding sources for this project:

Funding Source	Total Request	Status
_____	_____	_____
_____	_____	_____
_____	_____	_____

Organization's total operating budget: _____

Future Funding: What are the plans for future funding for this project?

Community Betterment: What are the benefits of this project to our community?

Partnership: How can Muncie Rotary volunteer to help complete this project?

Eligibility:

- Tax-exempt charitable organization – IRS 501 ©(3)
- Affiliated with tax-exempt organization or governmental unit
- Other – please explain: _____

Fiscal Year: _____ to _____

Outside Audit: Does your organization have an annual audit? _____

If no, please explain:

Signature of chief staff person and officer of the Board of Directors indicating board approval of the request and certifies the organization's commitment to file appropriate reports on the grant's use>

Name: _____

Name: _____

Title: _____

Title: _____

Attachments

Your proposal should contain the following information:

- IRS determination letter (if applicable) – verifying tax exempt status
- List of Board of Directors
- Most recent Financial Statements
- Detailed Project Budget

Notification

Organizations will be notified no later than September 30th.

In Conclusion

When reviewing all grant requests, the Selection Committee will apply the following:

Rotary Four-Way Test

Of the things we think, say, or do.

- **Is it the truth?**
- **Is it fair to all concerned?**
- **Will it build goodwill and better friendships?**
- **Will it be beneficial to all concerned?**