

Rotary



Rotary Club of Gwinnett County

2023-24 AVENUES OF SERVICE GRANT APPLICATION

6500 Sugarloaf Parkway, Suite 220A
Duluth, GA 30097

GRANT PROPOSAL COVER SHEET

This completed and signed cover sheet MUST ACCOMPANY the final proposal and submitted to The Rotary Club of Gwinnett County by 5 pm Thursday, August 31, 2023.

Name of Organization: _____

Address of Organization: _____

City: _____ State: _____ Zip Code: _____

County: _____ Telephone: _____

Contact Person: _____

Title: _____ Direct Line: _____

Email: _____

Organizational Website Address: _____

Is your organization a 501(c)3? Yes No How long in operation? _____

Annual Organizational Budget: \$ _____ Area You Serve: _____

Project/Program Name: _____

Total Project/Program Budget: \$ _____

Have you received a grant from our Club before? If so, when? _____

Provide a ***BRIEF*** synopsis of how you would apply the monies received to further the work of your organization:

Prepared by: _____ Title: _____

Signature: _____ Date Submitted: _____



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2022-2023 AVENUES OF SERVICE GRANT APPLICATION

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This year, the Rotary Club of Gwinnett County, will accept applications to determine eligible nonprofits to be considered for selection as the charitable recipients of the proceeds raised via the Club's Derby Down South fundraising event to be held in May of 2024. Two non-profit beneficiaries will be selected to receive grants to support their work in the community specifically focused on improving mental health and advancing peace and conflict resolution in the Gwinnett community.

GRANT APPLICATION GUIDELINES

*Formal proposals, prepared according to these stated proposal guidelines are required. Proposals in any other format **will not be considered.***

GENERAL INSTRUCTIONS

- Limit the proposal format to two (2) pages, without attachments.
- In addition to the 2-page grant application; attach the required supporting documents listed below.
- Proposal should be a minimum of 12-point type and one-inch margins.
- Organize content using the headings indicated below under Proposal Format.
- Address applicable topics in each proposal section in the order listed.
- All applications should be submitted digitally via email. Printed applications will not be accepted.
- Grant requests should ideally fall within the range of \$25,000-\$45,000.

DOCUMENTATION & SUBMISSION

The **Grant Proposal Package** must include:

- The completed grant proposal **cover sheet**, which must be signed by your board president, chair, or executive director
- Original **grant proposal** (maximum 2 pages)
- Current **Board/Trustee list**

Please do not include any additional supporting documents. Should we desire further information, we will contact you directly.

All pages in the Grant Proposal Package should be bundled into one PDF file and submitted via email to: paigehavens@bellsouth.net

Applications must be received by 5:00 p.m. on Thursday, August 31, 2023.

PROPOSAL FORMAT

ORGANIZATION BACKGROUND

Describe or list:

- Your organization's history and mission.
- The population/geographic area your organization serves.
- The staffing of your organization, professional and support, full and part time.

PROJECT/PROGRAM PURPOSE AND DESCRIPTION

Describe:

- The project/program's objectives, as well as the short-term and long-term community impact expected as result of this project/program.
- **This year's funding priorities will focus on addressing needs in our community related to improving mental health and advancing peace and conflict resolution.**
Tell how your project/program will specifically address one or more of these priorities.

PROJECT/PROGRAM IMPLEMENTATION

- Overview the delivery/implementation of your project/program.
- Is this a new or long-running program?
- Who/how many will be served by this project?
- Will any other organizations be collaborating with you on this project?
- Ongoing sources of funding that will sustain this project long-term.

FINANCIAL INFORMATION

- Include an income & expense budget for the project/program,
- What is your 2023 annual operating budget? What portion of your budget is allocated to salary/administrative costs vs. program/service delivery expenses.
- Percentage of board that contributes monetarily to your organization.

RESULTS & ACCOUNTABILITY

- Explain the methods for measuring the results of the project & evaluating its impact and effectiveness.

FUNDRAISING COLLABORATION

- Charitable recipients will be asked to partner with the Rotary Club of Gwinnett County to promote the Derby Down South party in May 2024 to your stakeholders to maximize fundraising efforts. Please describe how your organization commits to partner with our club to market and promote the event.

Other Items to Note:

Membership in the Rotary Club of Gwinnett County does not give preferential consideration during the grant review process. It is not a “given” that grant applications received from members of the Rotary Club of Gwinnett will be funded. All applications will be weighed and considered equally and fairly.

Grant applications will be received from August 1-31, 2023. Two charitable recipients will be selected and announced as our fundraising benefactors in early October 2023. Selected organizations will partner with the Rotary Club of Gwinnett County to promote the Derby Down South event and encourage giving and community engagement from October 2023-May 2024. The event will be held on Saturday, May 4, 2024. Final fundraising efforts and grant amounts will be announced and awarded at a check presentation ceremony in June of 2024.

Grant recipients will be asked to have up to two representatives attend (as a guest of the Club) the Derby Down South event, as well as the check presentation ceremony at a Club meeting in June of 2024. You will also be asked to share the news of your award via your organization’s online, social media and internal/external communication channels.

Grant recipients will be required to provide a report back to the Club no later than May 1, 2025 detailing the use of grant monies and sharing the impact the project/program had upon those served. This can be done via photos, receipts, videos, notes of testimony, etc. Samples of grant award marketing should be included in the final report as well.

2022-23 grant recipients receiving awards in June of 2023 will not be eligible for consideration for the 2023-2024 grant application process.

If you have questions about the grant application, please email our Charitable Giving Committee Chair, Paige Havens at paigehavens@bellsouth.net.