



**ROTARY CLUB OF
LEXINGTON LUNCH
FOUNDATION
Community Grant Application
Instructions**



Purpose & Funding

Rotary Club of Lexington Lunch Foundation's Community Grant supports projects completed within one year in the areas of Literacy, Older Adults, Special Needs Persons, or Youth. The maximum grant award is \$1,000. Multiple-year grants are not considered.

Key Dates

Dates are for 2018-19 only.

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| • Application deadline
(POSTMARK IS NOT APPLICABLE) | Oct. 31, 2018 |
| • Awards announced by | Nov. 30, 2018 |
| • Progress report* due by | March 1, 2019 |
| • Projects and final report*
must be completed by | June 30, 2019 |

Application process

1. Download the application from (RCLLF website). Complete as a Word document, print and mail to RCLLF, P.O. Box 48, Lexington, VA 24450; or send document as an e-mail attachment to nmartino@mydccu.com.
2. Download the Project Budget template as .xlsx file. Complete and mail or e-mail with application form.
3. *Project Progress and Final Reports: Provide photos if available, and a brief (300 word) summary of the progress and completion of the project by e-mail to nmartino@mydccu.com.

Grant guidelines

- Projects must address needs within the following areas: Literacy, Older Adults, Special Needs Persons, or Youth.
- Projects should take place within Rockbridge County, Lexington or Buena Vista.
- Projects that include collaboration with other organizations are encouraged, but not required.
- One grant request per fiscal year, July 1 – June 30.