

**THE ROTARY CLUB OF PRINCE GEORGE COUNTY
CHARITABLE FOUNDATION
GUIDELINES FOR GRANT REQUESTS**

Purpose: Guidelines regarding "Grant Requests"

Mission: The mission of The Rotary Club of Prince George County Charitable Foundation is to support the charitable activities directed to the well being of the residents of Prince George County, Virginia and the surrounding areas, as well as international projects meeting Rotary Foundation criteria

Policy: Grant requests will be reviewed at least once quarterly. However, an organization can receive no more than one grant per Rotary year.

1. The organization must provide well-defined services and/or programs which are consistent with the mission of The Rotary Club of Prince George County Charitable Foundation or the Rotary Foundation.
2. The following entities may apply for a grant from The Rotary Club of Prince George County Charitable Foundation:
 - A. A community-based public or private non-profit organization with 501(c)(3) tax-exempt status and classified as a 509(a) non-private foundation, or if an international project, meets the Rotary Foundation criteria.
 - B. A tax-exempt operating foundation under 501(c)(3) and 4940(d)(2).
 - C. A government instrumentality or political subdivision.
 - D. Priority will be given to organizations or projects identified by the Rotary Club of Prince George County, but the applicant must submit the grant application and meet one of the eligible types of organizations listed in 2 A-D. The exception to that rule would be projects sanctioned by the Rotary Foundation.
 - E. The Rotary Club of Prince George County Charitable Foundation may also identify projects and provide funds for those grants on its own decision, provided the recipients are eligible under the IRS Code governing nonprofit entities.
3. The organization must submit a grant application which includes information regarding: (a) organization's mission; (b) services and/or programs provided by the organization; (c) utilization of contribution; (d) specific need the contribution will address; (e) effectiveness of this contribution; (f) target population to be served; (g) anticipated results and impact on the community; (h) a time frame of activities; (i) local leadership and community support for the project; (j) total amount requested and how much financial and in-kind support can be obtained from other sources; and (k) list contact person, name of organization, address and phone number.
4. The organization receiving a grant must provide a summary within three months after receiving the grant, which addresses the following: the extent to which the organization has met its objectives; demonstration of community commitment and support for the organization/project and how the organization delivered services and programs.

**The Rotary Club of Prince George County
Charitable Foundation
Grant
Eligibility Application**

Please complete (type or print in ink) all information and return:

**The Rotary Club of Prince George County Charitable Foundation
P.O. Box 4
Prince George, VA 23875
Attention: Grant Committee**

1. Agency Name: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Amount Requested: _____

2. Contact Name & Title (to receive all checks and requests for information)

Contact Name	Title

3. Does your organization have an IRS 501 (c)(3) tax-exempt determination letter or a document on government letterhead describing your organization/program as being a governmental instrumentality, political subdivision or some other governmental entity.
Yes ___ No ___

If you answered yes to the above question, attach a copy of your organization's tax-exempt determination letter or the government document.

4. What is the organization's mission? Is it consistent with The Rotary Club of Prince County Charitable Foundation's mission? Describe the services and/or programs provided by the organization. How will the requested funds be used? What is the problem or community need which will be addressed? How will you evaluate the effectiveness of this contribution? Describe the geographic areas(s) your organization serves including the number of people served. Answer on a separate attached sheet.

What results do you anticipate and/or how will the community be impacted? What is the time frame of activities? Demonstrate local leadership and community support for the project. What is the estimated budget needed to address this community need? How much funding can be obtained from other sources? Answer on a separate attached sheet.

5. Can you certify that the following information is on file at your agency?

Yes ___ No ___ Audited Financial Statement for past year or current IRS Form 990. *

Yes ___ No ___ IRS 501 (c)(3) Letter of Determination or government document. (MUST BE ATTACHED).

Yes ___ No ___ Copy of current State of Virginia Registration as required by Title 57 Virginia Statutes-Solicitation of Contributions Law, VA. For 102.*

Yes ___ No ___ Minutes of Board of Directors meetings for the last six months.*

Yes ___ No ___ Current list of Board of Directors.*

***The Rotary Club of Prince George County Charitable Foundation may request copies at a future date.**

We certify that the above information is correct to the best of our knowledge and belief and attest by our signature(s):

Volunteer Board President

Date

Executive Director Date

PRINT NAME

PRINT NAME

Person completing this application: _____
Name/Title Phone #