HIGHLANDS-MOUNTAINTOP ROTARY CLUB

**REQUEST FOR FUNDS (PLEASE PRINT)**

Name of organization or individual \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization’s tax exemption status: 501(c) (3): Yes ( )   No ( ) Tax ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENTS** (use **only** one additional page.)

1. Organization’s **mission** statement or individual’s **qualifications**.

2. Amount requested $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Start and end dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Summary (use bullet points under headings a - d)

a. Purpose

b. Background

c. Proposal

d. Measurable and sustainable objectives

e. Reporting

* Quarterly progress reports against objectives.
* Within one month of the activity’s end, the applicant will report in writing how the **expected** measurable and sustainable results compared to the **actual** results. Before and after photographs are requested if applicable.

5. Send **questions** to:  vavmtnstop@gmail.com

6. Submit request to robinotter62@gmail.com or USPS to: Highlands-Mountaintop Rotary Club,

Attn: Grants and Scholarship Chair, P.O. Box 372, Highlands, NC 28741

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