**JACKSONVILLE ROTARY CLUB- Grant Application**

The Jacksonville Rotary Club’s Grant Application consists of the following components, which should be submitted in the order listed below. This checklist is provided to help ensure a complete proposal. It does not need to be submitted with the proposal.

Grant requests should not exceed $2,500.

**2017 Deadline:** February 28, 2017

□ **Section I: Application Summary Form**

□ **Section II: Narrative**

*Formatting:* Use 12-point font with 1-inch margins and include the **HEADING** provided for each question. It is not necessary to repeat the text of the questions. 4-page limit

Narrative Questions

□ 1. Organization/Program Background

□ 2. Goals

□ 3. Evaluation

□ 4. Collaboration

□ 5. Volunteers

□ 6. Recognition

□ 7. Optional Information

□ **Section III: Attachments**

If you omit any of the required attachments, provide an explanation as to why.

□ 1. Board of Directors List

□ 2. Proof of IRS Federal Tax-Exempt Status

□ 3. Most recent audit with management letter

**Submit 3 copies of the completed application to Craig Wagner, Past President, Jacksonville Rotary Club for review or mail to Jacksonville Rotary Club, ATTN: Crag Wagner- Grant Review Committee, PO Box 125, Jacksonville, NC 28541**

*(Application begins on the next page)*

**Application Summary**

**Legal Name of Organization:**

**DBA** (if applicable):

**Mailing Address** (and Physical Address if it is different and not confidential):

**Phone:**  **Fax: EIN:**

**Website:**

**Organization Email Address:**

**Name of CEO or Executive Director:**

**Phone:** **Email:**

**Application Contact & Title** (if *not* the CEO or Executive Director)**:**

**Phone:** **Email:**

**Organization Information**

**Year Founded:**

**Mission Statement:**

**Geographic Area Served** (specific to this proposal)**:**

**Tax Exemption Status:**

□ 501(c)(3)

□ Using a fiscal agent/fiscal sponsor

Name of fiscal agent/sponsor:

□ Other than 501(c)(3), describe:

**Number of Employees: Full-time: Part-time:**

**Grant Request Information** *(Requests should not exceed $2500)*

**$**

**Type of Grant Requested** (select one)**: Amount of Request:**

□ Program or Project Support

Name of Program or Project:

□ Capital Request

□ Other



**Rotary Area of Focus:**

Select the Area of Focus which best aligns to your request for funds, based upon Rotary’s Six Areas of Focus:

**□ PEACE AND CONFLICT PREVENTION/RESOLUTION**

*Rotary supports the training, education, and practice of peace and conflict prevention and resolution*

**□ DISEASE PREVENTION AND TREATMENT**

*Rotary supports activities and training that reduce the cause and effect of disease.*

**□ WATER AND SANITATION**

*Rotary supports activities and training to provide access to safe drinking water and basic sanitation.*

**□ MATERNAL AND CHILD HEALTH**

*Rotary supports activities and training to improve maternal health and reduce child mortality for children under 5.*

**□ BASIC EDUCATION AND LITERACY**

*Rotary supports activities and training to improve education for all children and literacy for children and adults.*

**□ ECONOMIC AND COMMUNITY DEVELOPMENT**

*Rotary supports investments in people to create measurable and enduring economic improvement in their lives and communities.*

**Briefly describe what the grant will be used for (50 word max):**

**How many people do you anticipate being served if awarded the grant? \_\_\_\_\_\_\_**

**Have you received funding from the Jacksonville Rotary Club before?**

**□ Yes □ No**

**Financial Information**

\_\_\_/\_\_\_/\_\_\_\_\_

**Organization’s Current Budget for Fiscal Year Ending:**

**Income: Expenses:**

**Program or Project Budget:**

**Income: Expenses:**

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

**CEO/Executive Director Date**

**Grant Narrative**

In a separate document, provide answers to the following questions. (4 page limit)

1. **ORGANIZATION/PROGRAM BACKGROUND:** Discuss the founding and development of the organization and program requesting funds. Explain the original issue and/or opportunity the organization/program was founded to address, goals and objectives, activities, and timeline.
2. **GOALS:** Describe the the program’s current goals.
3. **EVALUATION:** Describe the program’s overall approach to evaluation and how impact is measured.
4. **COLLABORATION:** Describe the program’s most significant interactions with other partners and efforts.
5. **VOLUNTEERS:** Describe how the program involves volunteers and unpaid personnel (other than the board of directors) within a typical 12-month time period. Include number of volunteers and hours (if tracked).
6. **RECOGNITION:** How do you plan to recognize and promote the Jacksonville Rotary Club through the grant you received, if awarded.
7. **OPTIONAL:** If there is additional information that is vital to convey in this proposal, do so here. *(This must be contained within the four-page limit.)*

**ATTACHMENTS**

Label each attachment and provide in the order listed.

1. **Board of directors list**. Include the following information for each board member: Position(s) on the board (officer and committee positions), City or county of residence, Term end date for each board member
2. **Proof of IRS federal tax-exempt status**, also called a Letter of Determination. This letter must be dated within the last five years.
3. **MOST RECENT AUDIT.**  Include the management letter or any auditor’s report