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# JACKSONVILLE ROTARY CLUB

PO BOX 125, JACKSONVILLE, NC 28541

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**2018**

## **Jacksonville Rotary Club Grant Program Guidelines**

### **Purpose**

The Jacksonville Rotary Club is a diverse civic organization with leaders in service to the local and global community. Through the spirit of goodwill and fellowship Jacksonville Rotary is dedicated to helping those in need today, while reducing the needs of tomorrow. The Jacksonville Rotary Club Grant Program supports initiatives that benefit the residents of Onslow County in creating positive and lasting change in our community.

### **Eligibility**

Any non-profit organization serving residents in Onslow County.  
Program should fall in line with at least one(1) of the six(6) focus areas of Rotary.

### **Application Process**

Please submit the following documents to [ashleymariehayes@gmail.com](mailto:ashleymariehayes@gmail.com)  
no later than 5 p.m. on May 1, 2018

1. Grant Application Summary Form (Download under Club Links)
2. Grant Narrative
  - a. Organization/Program Background
  - b. Goals
  - c. Evaluation
  - d. Collaboration
  - e. Volunteers
  - f. Recognition
  - g. Optional Information
3. List of Board of Directors
4. Proof of IRS Federal Tax-Exempt Status
5. Most recent Audit

### **Notification**

Applicants will be notified by July 1, 2018, if awarded.

### **Conditions**

Grant Recipients will be asked to provide a speaker for an upcoming Rotary Meeting to educate the club on the program being funded after notification of award.



## 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.

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**2018 Deadline:** May 1, 2018

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**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

**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:** \_\_\_\_\_

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**Organization Information**

**Year Founded:** \_\_\_\_\_

**Mission Statement:** 800 Character Max

**Geographic Area Served (specific to this proposal):** 500 Character Max

**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: \_\_\_\_\_

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**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 : 800 Character 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**

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**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 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.)

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## 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