



Club Use Only
Grant Number: _____
Date Board Approved: _____ Amount Approved: _____
Date Funds Distributed: _____
Rotarian POC: _____

The Rotary Club of Summerville Evening Charitable Foundation, Inc.

Grant Application Form

Applicant Information:

Date: _____

Organization Name					
Is Organization A 501(c)(3)? Yes <input type="checkbox"/> No <input type="checkbox"/>		EIN:			
Year Founded					
Mailing Address					
City, State, Zip					
Telephone Number					
Fax Number					
Organization's General Email Address					
Executive Director					
Executive Director's Email Address					
Application Contact Person & Title (if different)					
Geographic areas served by your organization (Double-click to check all that apply)		Summerville <input type="checkbox"/> Dorchester County <input type="checkbox"/> Berkeley County <input type="checkbox"/> Charleston County <input type="checkbox"/> National Program <input type="checkbox"/> International Program <input type="checkbox"/>			
Indicate the one program area that best describes your organization's focus (Double-click box to check it):					
Hunger & Nutrition <input type="checkbox"/>	Housing & Shelter <input type="checkbox"/>	Literacy & Education <input type="checkbox"/>	Children & Families <input type="checkbox"/>	Health & Wellness <input type="checkbox"/>	Building Better Communities <input type="checkbox"/>
Other (Please describe):					

INFORMATION RELATED TO THIS REQUEST:

Project/program name, or activity for which funding is being sought	
This request is for	Financial Support <input type="checkbox"/> Volunteer Support <input type="checkbox"/>
Dollar amount requested	\$
Total budget for this proposed project	\$
Organization's annual budget for total operating expenses	\$ FY Begins: _____ / _____ Ends _____ / _____
Duration of the program/activity for which funding is being sought	Start / End Date: _____

Organization's mission statement (200 characters maximum)

Please summarize the purpose of this grant request in the space below, and include who would benefit and how:

Application questions can be directed to SvilleEveningRotary@gmail.com.

Checklist for items needed for a complete application, in this order:

- 1. Grant Application Form**
- 2. Narrative letter (two-page maximum), with the first page on the organization's letterhead.** Please include (1) the mission of your organization; (2) an explanation of the need for the proposed program or equipment/property to be funded; (3) a plan of action or proposed activities for your request, with timeline (by when will you do what, if fully funded?); (4) the intended results; (5) numbers to benefit or be served; and (6) how the results will be assessed ("Our plans will be considered successful if . . .").
- 3. Budgets.** All applicants must submit
 - a. A general operating budget for the most recently completed fiscal year, showing actual income and actual expenses.
 - b. A general operating budget for the current fiscal year showing projected income and expenses.
 - c. A budget for the **specific project, program or acquisition of property/equipment**, showing income and expenses by line item.
- 4. List of Board Members.** List names of board members. Indicate which members are officers.
- 5. IRS letter** certifying 501(c)(3) status of applicant. Governmental entities and recognized houses of worship can skip this step.