



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

## The Summerville Evening Rotary Club Grant Application Form

Applicant Information:

DATE: \_\_\_\_\_

Organization name			
Is Organization a 501c3? 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 and 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 (dbl-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](mailto: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 (unless you have sent it to the Community Foundation within the past 3 years). Governmental entities & recognized houses of worship can skip this step.