



# Rotary Club of Calabasas

## COMMUNITY SERVICE ORGANIZATION GRANT PROGRAM

### SUBMISSION GUIDELINES

Please read the following instructions thoroughly. Be sure to follow the guidelines as directed otherwise the application will be returned.

1. Three (3) copies of your Application should be submitted. Please ensure that the disclosure statement on the cover of the Application is signed and dated.
2. In addition to the required documentation listed below, please attach any supporting documents you feel are relevant to each Application.
3. The purpose of the Grant Program is to recognize and support community organizations in their effort to bring services and programs to the citizens of Calabasas. Please ensure that your application includes examples of how the community of Calabasas benefits from your organization's activities. This is especially important if your organization is located outside of the City of Calabasas.

### REQUIRED ATTACHMENTS

1. Two (2) copies of your 501c3 Designation Letter from the IRS. If you are a non-profit organization, you must have this letter. For branches of a larger organization (i.e. a local troop of the Girl Scouts of America), please provide the letter for your umbrella organization.
2. Two (2) copies of your most recent audited financial statement. For most organizations, this will be an IRS Form 990. For smaller organizations, or branches, a more simple budget showing income and expenses is acceptable.
3. Organizations may only receive one award per fiscal year. Organizations that previously received a Community Service Organization Grant in the prior year must complete an Annual Report form before being considered for the new cycle.

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