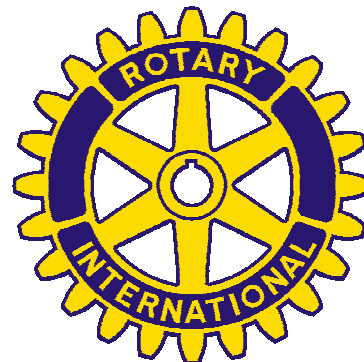


**THE EDINA ROTARY FOUNDATION
Grant Application Form**



Date of application: _____

Organization Information

Name of organization _____ *Legal name, if different* _____

Address _____ *City, State, Zip* _____ *Employer Identification Number (EIN)* _____

Phone _____ *Fax* _____ *Web site* _____

Name of top paid staff _____ *Title* _____ *Phone* _____ *E-mail* _____

Name of contact person regarding this application _____ *Title* _____ *Phone* _____ *E-mail* _____

Is your organization an IRS 501(c)(3) not-for-profit? _____ Yes _____ No
 If no, is your organization a public agency/unit of government? _____ Yes _____ No

Proposal Information

Please give a 2-3 sentence summary of request:

Population served (type and number):

Geographic area served:

Funds are being requested for (check all that apply):

_____ Project/program support _____ Technical assistance Other (list) _____
 _____ Start-up costs _____ Capital _____

Project dates (if applicable): _____ Fiscal year end: _____

Budget

Dollar amount requested: _____ \$ _____
 Total project program cost: _____ \$ _____
 Total annual organization budget: _____ \$ _____

Authorization

Name and title of person submitting request: _____

Signature _____

THE EDINA ROTARY FOUNDATION
Grant Application Form

PROPOSAL NARRATIVE

Please provide a narrative (five page limit, including attachments) describing your organization and grant request. Use the following outline as a guide.

I. ORGANIZATION INFORMATION

- A. Brief summary of organization history, including the date your organization was established.
- B. Brief summary of organization mission and goals.
- C. Brief description of organization's current programs or activities, including any service statistics and strengths or accomplishments. Please highlight new or different activities, if any, for your organization.
- D. Your organization's relationship with other organizations working with similar missions. What is your organization's role relative to these organizations?
- E. Number of board members, full-time paid staff, part-time paid staff and volunteers.

II. PURPOSE OF GRANT

- A. Need. Describe the overall need or goal. What are the problems that this project will try to solve? What evidence do you have of this need?
- B. Purpose. Describe the purpose of this effort. What will this project specifically accomplish? Does the project address the cause of the problem or the consequences?
- C. Our Funds. Specifically, how will the Rotary funds be used?
- D. Approach. How do you plan to implement this project?
- E. Coordination. Who else in your community is working on this particular problem/need? How could/will you coordinate with them to make a bigger impact with this grant?
- F. Support. What kind of local support is there for the project? Are people in your community asking for, and supportive of, this effort?
- G. Future Needs. Is this a one-time effort, or something that has long term needs for action and support? How will this program be financed in the future?.

III. EVALUATION

- A. Please describe your criteria for success. Specifically, what do you want to happen as a result of your activities?
- B. How will you measure your results?
- C. Who will be involved in evaluating this work (staff, board, constituents, community, consultants)?

THE EDINA ROTARY FOUNDATION
Grant Application Form

IV. ADDITIONAL INFORMATION

- A. Volunteers. Please provide information about volunteers within your organization – number of volunteer positions, total number of volunteers, activities/programs in which they are involved, and the skills and expertise necessary to be a volunteer within you organization.

Please list the names of all Rotarians (and their Rotary Clubs) involved as a volunteer in your organization. Specify any volunteer opportunities available for members of The Edina Rotary Foundation or other Rotary Clubs.

- B. Previous Rotary Funding. Please indicate any previous funding (amount and programs supported) from The Edina Rotary Foundation or any other Rotary Clubs within the past 5 years.
- C. Anything Else? What else would you like us to know about the project or your organization?

ATTACHMENTS

Please provide the following attachments:

- Project Budget, including income and expenses.
- Additional Project Funders. List names of corporations and foundations from which you are requesting funds, with dollar amounts, indicating which sources are committed or pending.
- A copy of your current IRS determination letter indicating tax-exempt 501(c)(3) status.
- For a grant request greater than \$2,500 please supply either: 1) Your financial statement from most recently completed year, audited if available, showing a Balance Sheet, an Income Statement, and the organization’s budget for current year; or 2) An explanation why any of these items cannot be supplied.

SUBMISSION

All applications are to be sent to the following address:

The Edina Rotary Foundation
ATTN: Local Service – Grants Committee
4801 West 50th Street
Edina, MN 55424
Web: www.edinarotary.org

THE EDINA ROTARY FOUNDATION
Grant Application Form

Procedure for Submitting, Evaluating and Granting Requests for Support from Rotary

1. All grant requests must be submitted on The Edina Rotary Foundation Grant Application Form available from our website: www.edinarotary.org. We ask that you be brief and specific with your grant request submission. In addition your application should be emailed to kabenson99@gmail.com.
2. Grant requests are accepted annually through October 31.
3. In January, all grant requests are reviewed by the committee to determine alignment with the stated guidelines. If your grant request will not be considered for funding, you will be notified by the end of February.
4. If your grant request will be considered for funding, a member of the Local Community Service Committee will contact you directly to request a meeting and visit with your organization and to request additional information (if necessary).
5. Final decisions on grant requests are generally made during March, with the goal of distributing funds the end of March.
6. Grant applications should be mailed to the following address:
The Edina Rotary Foundation
ATTN: Local Service – Grants Committee
4801 West 50th Street
Edina, MN 55424
7. The Edina Rotary Foundation requires, for all grants awarded in 2014 and after, a written report from your organization stating the use of the grant proceeds and the success or failure of the grant project. This report is due within one year of receipt of a grant, (If a recipient has not completed this step for past grants, the recipient will be disqualified for future grants until this step is completed.)

The Edina Rotary Foundation reserves the right to deviate from its grant approval guidelines and to amend or modify its guidelines as deemed appropriate in its sole discretion.