**YAKIMA ROTARY CHARITIES**

**P.O. BOX 464, YAKIMA, WA 98907-0464**

**(509) 452-8332**

**Grant Application - Allocation & Review Committee - Yakima Rotary**

**TO ALL GRANT REQUEST APPLICANTS:**

1. **Guidelines of general giving policies for community organizations:**
2. Yakima Rotary Grants focus on children, youth, families, and quality of life projects in the broader Yakima community.
3. Financial support generally will be given for specific innovative programs or new aspects of existing programs. Rotary club grants are not for funding routine agency operating costs such as rent, utilities or payroll.
4. Our primary focus is to initiate project development. At Rotary’s discretion and depending on an awardee’s outcomes, Rotary may choose to award funds to a previously Rotary-funded project for an additional period, providing that the additional grants will not exceed a total of three years of Rotary funding per project.

D. Projects that provide opportunity for participation of Rotary Club members are preferred.

II. **Applicants should know:**

1. The application must be answered completely and all attachments must be provided.
2. Please be specific about the amount of funds needed, the purpose (goals), and how the funds will be used.
3. You must be a 501(c)3 non-profit organization as approved by the Internal Revenue Service. Schools and school-related clubs are not required to be 501(c)3 organizations and may also apply.
4. Deadlines for applications are October 1st, February 1st, and May 1st annually. Notice of awards will generally be provided by end of the respective month.
5. Rotary does not fund requests for travel funds for applicants’ employees or members.
6. If you have received funding from the Yakima Rotary that is stipulated as **final year funding** for a project, you must have a gap of one year after that funding award before reapplying for a grant for the same or another project.

**Completed forms may be mailed to:**

The Rotary Club of Yakima

P.O. BOX 464

Yakima, WA 98907-0464

**Or emailed as attachments to:**

yakimarotary@yakimarotary.org

**GRANT REQUEST APPLICATION**

**YAKIMA ROTARY CHARITIES, P.O. BOX 464, YAKIMA, WA 98907-0464**

**(509) 452-8332**

**APPLICANT:**

Name of applicant organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total dollars needed for the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount requested from Rotary for the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BACKGROUND – Please provide the following as attachments:**

*Please note that school applicants do not need to respond to A through D:*

* + 1. A copy of your organization’s IRS determination letter granting 501(c)(3) status tax exemption.
    2. A copy of the most recent IRS Form 990.
    3. A list of names and positions of board members and officers.
    4. Most recent balance sheet & consolidated income statement.
    5. A table showing all grant awards of more than $2,500 received in the last two years and expenditure status of those grants (see example below)

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Amount | Awarded From | $ Remaining as of xx/xx/xxxx |
|  |  |  |  |

**GRANT REQUEST – Please provide responses to the following; may not exceed two (2) total pages.**

1) Statement of Mission and/or Primary Purpose of Organization

2) How long has your organization been in existence?

* + 1. Description of need for current request and the goals of the project.
    2. Description of how individual Rotarians could be involved in your project.
    3. List of other pending requests or received sources of funds for this specific request.
    4. Measures that you will use to demonstrate project success.
    5. Description and timeline of how you will notify Rotary of your project outcome. This must be done no later than 12 months after grant receipt.
    6. Description of how Rotary’s participation will be acknowledged.
    7. Other information you believe will be useful in the evaluation of this request.

10) Detailed budget for the project (not included in the 2 page limit).

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_