



## CHARLES B. COZADD ROTARY FOUNDATION, INC.

PO BOX 537, Belleville, MI 48111-0537

Email: Carol Dolph; Secretary/Treasurer – [c.dolph@comcast.net](mailto:c.dolph@comcast.net)

### **Application for Foundation Funds**

- Application deadlines are March 1<sup>st</sup> and September 1<sup>st</sup> of each year. Applications received after deadline will be held for consideration at the next funding cycle
- Funding will not be provided to or for individuals regardless of the need or worthiness of the project. The Foundation is primarily interested in projects that have a community-wide impact (Belleville, Sumpter, and Van Buren). There must be accountability, follow-up and reporting for each application to be considered.
- All applications should be submitted via email to [c.dolph@comcast.net](mailto:c.dolph@comcast.net) in a PDF format.

Each narrative application must contain each of the following in this order:

1. Name, address telephone/fax/email, date and responsible or lead individual for the organization or group applying. (For amounts \$5,000 or more to a group requesting funds a TAX ID Number must be provided). W9 form can be found on the IRS website: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
2. Describe in detail the project/program for funds being requested. Be as specific as possible. Provide at least two bids for the purchase of any tangible property or provide invoices for other requests where bids do not apply.
3. In what time frame will this project/program be undertaken and completed?
4. List sources and amounts of any fund available in addition to foundation funds, such as joint grant. Is your organization amendable to structured payments or grant funds? (e.g. a percentage upon approval and the balance upon completion of your project). When will you need Foundation funds and in what amounts?
5. By what methods and when will you measure the effectiveness of the project/program? What will you do with this information?
6. What do you envision the short and long-term effects of this project to be? Be specific.
7. Describe your organizational structure, goals and membership requirements.
8. Accountability. Your scheduled appearance before the Cozadd Rotary Foundation Board (or a regular Belleville Rotary Club meeting) explaining a final report of the completion, effectiveness and cost of the program.
9. List anything else you want us to know about your program organization, etc., that will assist us to make the best decision on your request.

**FOLLOW THE ABOVE LISTED POINTS EXACTLY IN THE APPLICATION. (1/17)**