

## **GRANT APPLICATION INSTRUCTIONS**

- I. Guidelines for Requesting a Grant. The Wayne Rotary Foundation (the “Foundation”) is the philanthropic arm of the Rotary Club of Wayne, Michigan. The Foundation distributes funds for charitable purposes to a variety of organizations that need assistance. The following are the Foundation’s Guidelines for the distribution of funds:
- A. The Foundation only makes a one-year commitment to funding projects. If the project is multi-year in scope, or if the project wishes continued funding after one year, the applicant must reapply each year.
  - B. The applicant should identify the specific need and purpose for funds. The Foundation does not support regular operating expenses of an organization.
  - C. Actions on funding requests are considered at scheduled meetings of the 7-member Foundation Board with a quorum of members present.
  - D. Activities that advance the purposes of the Wayne Rotary Club will be given primary consideration.
  - E. The applicant organization must complete the attached Grant Application Request and submit the complete form to either the President, Secretary or Treasurer of the Foundation.
- II. Required Attachments. Please attach the following to the Grant Application Request:
- A. A brief proposal addressing the following:
    - 1. The need for and importance of this project and who will benefit.
    - 2. The goals, objectives and action plan.
    - 3. An evaluation plan for the project.
    - 4. The organization’s qualifications to address the need.
    - 5. Volunteer involvement, in-kind services and other funding sources.
    - 6. Appropriate community support.
    - 7. Project budget with narrative justification.
  - B. Copy of IRS letter confirming 501(c)(3) tax status, if applicable;
  - C. List of Board of Directors; and
  - D. Copy of the most recent audited financial statements
- III. Oral Presentation. In addition, the applicant should be prepared to make a personal 10 minute presentation to the Foundation board or the general club membership.