

**ROTARY CLUB OF BAINBRIDGE ISLAND  
COMMUNITY GRANT APPLICATION**

**Application Instructions**

- Follow the outline below.
- Include all requested information (or note why the question is not relevant).
- Be concise. Your application should be four pages or fewer (not including the financial attachments).
- E-mail your application to: [grants@bainbridgeislandrotary.org](mailto:grants@bainbridgeislandrotary.org). Please send your application and financial statements as a single pdf document (not as multiple documents).

**I. General Information**

- a) Name of your organization and year founded.
- b) Your nonprofit tax ID number.
- c) Name, mailing address, telephone number and e-mail of the contact person with whom we can communicate. E-mail is our preferred method of communication.
- d) Project title, or a one-line project description.
- e) Total dollar amount of your request (round to nearest dollar).
- f) A list of your Board Members and their affiliations.
- g) List grants you have received in the past two years (funder; purpose; amount).

**II. Purpose of Project**

- a) Outline the goal(s) and specific objective(s) of the project.
- b) Give the location of where the project is to be implemented.
- c) Describe why you are undertaking the project and your assessment of the need.

**III. Impact of Project**

- a) Provide an annual estimate of the number of Bainbridge Islanders (and others) that the project will serve/impact. How long will the project continue to serve the community?
- b) Who are the direct beneficiaries of the project and how will they be impacted?

**IV. Measuring Success**

Discuss how you will measure the success of your project.

**V. Existing Conditions and Facilities**

- a) Describe the conditions that necessitate this project/grant request.
- b) Describe existing facilities related to the project, and your right to access the facilities if you don't hold title to them.

## **VI. Project Budget**

Submit a simple project budget showing estimated expenses and anticipated income sources. Breakdown costs into major (10% or greater) components. In case Rotary is not able to meet your entire request, indicate those component project costs that may be funded separately. Expenses may include installation, tax, and shipping. When possible, attach quotes/project bids. Have nonprofit discounts been applied?

## **VII. Timeline**

Provide a timeline for your project.

## **VIII. Rotary Recognition**

It is important to inform our community of the ways in which we spend the money we raise at our annual Rotary Auction and Rummage Sale. Please identify possible ways in which you might publicly acknowledge a grant award from the Rotary Club of Bainbridge Island.

## **IX. Financial Statements**

- a) Attach your current Statement of Financial Position (Balance Sheet).
- b) Attach your current Statement of Activities (Income Statement).

*Thank you for sharing our commitment to improving our community!*