

### **Petoskey Rotary Club Charities, Inc. (PRCCI) Grant Application**

The purpose of PRCCI shall include, but not necessarily be limited to, benefiting the community of Petoskey, Michigan, by promoting community education, physical comfort, housing and self-esteem of needy individuals, by lessening the burdens of government, by promoting conservation and environmental protection, by combating community deterioration, by promoting community beautification and preservation, and the erection or maintenance of public buildings, monuments or works of other charitable activities.

### **INSTRUCTIONS**

- Complete the following questions by answering each item in this same order.
- Maximum number of pages: 4
- Completed applications **must be received** no later than March 15, 2021, and should be emailed to **noon@PetoskeyRotary.org with the subject line PRCCI Application.**

### **Section A: ORGANIZATION INFORMATION**

Organization Name:  
Your Name and Title:  
Your Phone:  
Your Email:

### **Section B: PROJECT REVIEW**

1. Describe your organization including brief history and mission.
2. Summary of project/program including the need/problem or opportunity.
  - a. New or existing program/project
  - b. If capital expense: replacement or new acquisition
  - c. Describe the impact on the community for this project. (Accessibility, quality of life, job creation, cultural, education, economic growth, youth engagement, veteran focused, etc.)
3. Describe your community support and constituents affected.
4. Briefly describe project expenses and projected revenue.
  - a. Revenue (committed and anticipated)
  - b. Expenses (employee, non-employee, capital costs, equipment)
5. Amount of grant requested from PRCCI (not to exceed \$5,000) and which expense would the grant be applied to on the project.

### **Section C: ATTACHMENTS (all documents must be pdf)**

Required:

- Narrative of project review as listed above
- Cover letter with contact information including email and telephone
- Board of Directors list
- IRS Letter of tax exemption (if applicable; not required for public schools)

Optional:

- Annual Report
- Newsletter/brochures
- Letter of support ONLY with a partner organization on this project/program.

**NOTE: If your organization receives a grant, a brief memo updating PRCCI on project status and use of funds is required within six months of grant being awarded.**