

Rotary Club of Spokane 21

Civic Affairs Committee Grant Application

- The Civic Affairs Committee (CAC) prefers to fund physical items, rather than general monetary support. We have made exceptions in a few cases of extreme urgent needs.
- The CAC has been able to help some organizations to make helpful connections in our community.
- Note that your organization must be 501(c)(3) qualified.
- Please provide a brief response to each question. Limit your narrative to no more than three pages plus the included budget form.
- Type your information on this document under the information requested, complete the budget showing an itemized listing of the items to be purchased, the cost and the source(s).
- Submit your application and budget by email to: executivedirector@spokanerotary.com
- After your Grant Request has been reviewed, a Committee member will contact you. We often do site visits.
- If your Grant Request is accepted you will be required to attend a Committee meeting to make a brief presentation about your organizations, your organization's funding and how the funds you're requesting will be used. Be prepared to answer questions from the Committee – relax, we don't bite.

ORGANIZATIONAL OVERVIEW

1. Date of application: _____

2. Organization name and address: _____

3. Contact person's name: _____

Phone number: _____

Email address: _____

4. What is the mission/purpose of the organization? Include a summary of the population served.

5. What is your 501(c)(3) charitable organization's EIN? _____

6. What is your organization's annual budget and what are the organization's sources of revenue?

Grant Application Items Budget

Rotary Club of Spokane 21
Civic Affairs Committee

PROJECT REQUEST

1. Briefly describe the project for which you are requesting support.
2. How much money is being requested from the Committee and how will the funds be used (use the budget form).
3. If the Committee is not being asked to, or cannot, fund the entire project, how will your organization raise the remaining funds?
4. For those with projects having matching funders, please describe the granting organization(s) and your relationship with them.
5. Who will benefit from this project and how will they benefit?
6. What is the timeline for the project?
7. If this is a continuing project how will it be sustained?

Grant Application Items Budget

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Nonprofit Requesting The Grant: _____

Date	Selling Company's Name & Address

Quantity	Item	Description	Unit Price	Discount	Total

Subtotal:	
Tax:	
Shipping:	
Miscellaneous:	
Total:	