

CADILLAC ROTARY CHARITIES
P. O. Box 481, Cadillac, Michigan 49601
Email: cadillacrotary@gmail.com

GRANT APPLICATION

Application Deadlines: **Cycle 1 – January 1 Cycle 2 – April 1 Cycle 3 – July 1 Cycle 4 – October 1**

Qualified applicants will be a 501(c)(3) Non-profit, Governmental Entity, School, or Hospital.

Geographic focus of the Grant Program is the greater Cadillac area.

Cadillac Rotary Charities typically awards grants in Seven Areas of Focus:

Peace and Conflict Prevention/Resolution	Disease Prevention and Treatment
Water and Sanitation	Maternal and Child Health
Basic Education and Literacy	Economic and Community Development
Environment	

Grant applications will be evaluated on the following criteria (See Rotary Charities Decision Making Rubric):

- Organizational Structure
- Project Structure
- Project Merits
- Project Reach/Community Impact
- Rotary Recognition

Funds can be used as “seed money” to launch an initiative.

Funds may be provided to religious organizations that clearly demonstrate public benefit. Proposals will not be considered for any religious program or service that 1) requires a person to hold or accept a particular religious belief, doctrine, or creed as a condition to receive services, 2) primarily addresses spiritual needs, or 3) has evangelism as the primary purpose of the program.

Rotary Charities may grant scholarships to individuals. The criteria for such scholarships shall be based, to a significant degree, on the Rotary motto of “Service Above Self.”

Funds will NOT be used for endowments, paying off debt, political programs, or immediate short-term emergency needs of individuals for rent, heating, electricity, food, etc.

Using funds for operational expenses is discouraged, however, not excluded. Projects which are requesting funds, in part or in whole, for operational expenses will be approved with a 75% majority vote of the Cadillac Rotary Charities Board.

Grant Applications shall be reviewed by the Cadillac Rotary Charities Board of Directors within 90 days of the date of receipt.

APPLICATION SUBMISSION REQUIREMENTS:

- REQUIRED:** (1) one original, signed grant application and a copy of your most recent financial statement mailed to Cadillac Rotary Charities, P. O. Box 481, Cadillac, Michigan 49601.
(2) an electronic copy of your application emailed to cadillacrotary@gmail.com.
(3) Provide a copy of your non-profit 501(c)3 notification letter or the entity’s Tax Identification Number or Federal Employer Id Number.

Revision: 4/19/2023

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Please answer these questions in the order they are provided to you by number.

1. Project Title and Amount Requested
2. Contact Information: Organization name, staff person to contact regarding this application, address, and telephone number.
3. Describe the program/project for which the funds are requested:
 - a. List the goals and objectives of the program/project.
 - b. List the sequential steps you will take to accomplish your goal.
 - c. State the time frame to complete the program/project.
 - d. What is the unmet need identified and how was it determined?
 - e. How many people will benefit from the program/project?
 - f. How will you evaluate the outcomes and success of the program/project?
 - g. Using the Rotary Charities Decision Making Rubric, report your scores for each category.
4. Attach a detailed, itemized budget specific to the program/project for which you are requesting grant funds to this application. If there will be matching funds contributed or in-kind contributions, please include them in your budget.
5. List other funding sources applied to for this project. Please include the amount for which you applied. What are your sources of firm pledges and commitments to date? Have you been refused any funding for this request and, if so, why?
6. If this project will be repeated, explain in detail the source of funds for operation in subsequent years.
7. If your request for funding is not approved, what alternative plan will you follow?
8. Have similar projects been initiated by other organizations in the community? If yes, explain how your program/project is different, how it complements these other projects, or how it enhances them.
9. How will the Rotary Club of Cadillac be recognized for the contribution made by Cadillac Rotary Charities? **Please list specific media and publicity you will use to inform the community about this program/project and the support provided by the Rotary Club of Cadillac. Note: For consistency in messaging, recognition should be given to the Rotary Club of Cadillac even though the grant comes from Cadillac Rotary Charities.**
10. Attach a list of your officers, directors, and trustees.

This Grant Application must be signed by the organization's President/ Senior Officer to be considered for a grant.

If you have any questions or require assistance with this Grant Application, please contact Cadillac Rotary Charities via email at cadillacrotary@gmail.com.