**CADILLAC ROTARY CHARITIES**

**P. O. Box 481, Cadillac, Michigan 49601**

**Email: cadillacrotary@gmail.com**

**GRANT APPLICATION**

**Application Deadlines**: **Cycle 1 – October 1 Cycle 2 – February 1 Cycle 3 – May 1**

Qualified applicants will be non-profit groups, schools, governmental agencies or organizations that hold a 501(c)3 status.

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

 Cadillac Rotary Charities typically awards grants in six fields of interest. They are:

Culture and the Arts Economic Development Education

Environment Recreation Health and Human Services

Grant applications will be evaluated on the following criteria:

Potential impact of the request and number of people who will benefit.

Extent of local volunteer involvement and support for the project.

Commitment and effectiveness of the requesting organizations directors and staff.

Organizations fiscal responsibility.

Ability of the organization to obtain additional funding (if necessary) to implement the project.

Ability of the organization to provide ongoing funding after the term of the grant.

Normally, grants will NOT be made for

1. Annual operating support.

2. Endowments.

3. Fund-raising campaigns.

4. Political programs.

5. Grants to individuals.

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.

 \*\*NOTE\*\* A copy of your non-profit 501(c)3 notification or IRS tax filing must be made available upon request.

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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, the goals and objectives of the program/project, how you will accomplish your goals, the time frame to complete the program/project, what the unmet need is and how it was determined, the number of people expected to be affected, and how you will evaluate this program/project.

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 Cadillac Rotary Charities be recognized for their contribution?

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.