Rotary East Charities and the Rotary Club of Ada Cascade Grant Request
2021

Grant Application Cover Sheet

Date of Application	
Legal Name of Organization	
Executive Director	
Phone Number	
Contact Person	
Address (main address)	
Phone	
Fax	
Email Address	
List any support from Rotary East Charities in past five years	
Project Name	
Purpose of Grant (briefly describe)	
Total Project Cost	
Dates of Project	
Signature & Date: Chairperson, BOD	
Print Name and Title	
Signature & Date: Executive Director	
Print Name and Title	

Rotary Club of Ada Cascade
PO Box 6261
Grand Rapids, MI 49516-6261

Grant Application Guidelines

Rotary East Charities supports:

Rotary East Charities gives priority to projects that meet the needs of children and families in the Greater Grand Rapids Area and to community projects in the Forest Hills, Cascade, Ada and East Grand Rapids area and that

- Have non-profit 501(c)(3) status.
- Encourage additional and permanent funding or matching gifts from other donors.
- Represent an innovative start-up effort or are capital in nature (e.g. construction, renovation or equipment.)
- Supply the final dollars to another Challenge Grant or Matching Fund Donation.
- Yield substantial benefits for the resources invested.

- Rotary East Charities does not generally support:

- Individuals
- Endowments and debt reduction
- On-going operating expenses of established institutions.
- Organizations outside the targeted areas.
- Promotional films, videos or television projects.
- Political projects or those that are primarily related to a political cause.
- Sabbatical leaves or scholarly research.
- Travel, tours and trips or underwriting of conferences.
- Religious organization for religious purposes.

Purpose of Rotary East Charities:

Rotary East Charities values projects that benefit the children and families of the Greater Grand Rapids Area and community projects from our targeted geographical area.

- Rotary East Charities makes grants totaling no more than $5,000 to one agency.

- Rotary East Charities requests recognition of its grants through acknowledgement on plaques placed on site or announcements made in the local media.

- After an application has been filed, a site visit may be scheduled. Outside of this process, the Charities Project Committee discourages personal interviews with committee members and other members of the Rotary Club of Ada Cascade. Any indication of interest initiated by a Charities Project Committee member or other members of the Rotary Club of Ada Cascade shall not be construed as a commitment in support of the request.

- Form letters are neither reviewed nor acknowledged.

- Projects shall not discriminate in hiring staff or providing services on basis of race, gender, religion, marital status, sexual orientation, age, national origin or disability.

Proposal Deadlines

All proposals must be received by December 31, 2021 but proposals are reviewed on a first in/first out rolling basis.

By February 1, 2022 the Rotary East Charities will determine which projects will be funded. The level of funding will be determined by the success of the Rotary East Charities and Rotary Club of Ada Cascade Fall Football Raffle.

Address all proposals and inquiries to:

Rotary East Charities Application
Attn: Barry Van Dyck
Rotary Club of Ada Cascade
P. O. Box 6261
Grand Rapids, MI 49516-6261

How to Apply for a Grant

- Applicants should complete the enclosed grant application cover sheet and submit it with the grant proposal before the deadline.

- Enclose a cover letter introducing your organization and your proposal.

- All proposals must be typed.

- Please do not send videotapes, faxes or email proposals.

- Staple your grant application and required attachments. Do not use binders or elaborate covers.

- Submit three (2) copies of the Grant Application Cover Sheet, Full Proposal and Attachments to be received no later than December 31 of the Grant Year. **Electronic PDF files are acceptable and preferred but all documents must be on ONE file and emailed to bvandyck@icloud.com**

- A written grant assessment report will be due upon completion. Awardees will also be invited to share project success at an upcoming Rotary meeting.

- Grant request participants are encouraged to participate in the Rotary East Charities and the Rotary Club of Ada Cascade. Preferential treatment will be given to those organizations that participate in the various Club fund raising activities.

Grant Application Format and Guidelines

Please provide the following information in this order. Use these headings, subheadings and numbers typed in your own word processing format, thus leaving flexibility for length of response. *If you received a grant within the last year, it is acceptable to use material from the previous request and update the nature of the request and the organization's financials and any personnel/Board changes.*

<u>Narrative</u>

1) Executive Summary

Begin with a 200-word summary explaining why your organization is requesting this grant; what outcomes you hope to achieve; and how you would spend the funds.

2) Purpose of Grant

a) Statement of needs/problems to be addressed, a description of the target resource or population and how the/it would benefit.
b) Description of project goals and objectives (measurable, if possible) and statement if this is a new or on-going project.
c) Plans to accomplish goals and objectives with a timetable for implementation.

3) Evaluation

Plans for evaluation, including how success will be defined and measured and how it will be reported to the Project Committee.

4) Budget Narrative

a) List the amounts that have been requested from other funding sources.
b) Describe long-term strategies for funding and maintenance of this project after the grant period.
c) In the event that we cannot fund your full request, please indicate priority items in your grant budget.
d) Describe measurement tools to track project success.

<u>Attachments</u>

5) Copy of the current IRS Determination letter indicating 501(c)(3) tax-exempt status.

6) Copy of current operating Budget.

7) Copy of a list of Board of Directors.

8) Statement of Financial Position from Auditor

9) Letter of support (optional).

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