



Request for Good Works Funds

Please complete the following Request Form and then submit the completed Form electronically, as a Microsoft Word document (.doc or .docx) to the President of the Rotary Club of Elk Rapids Chris White ERRpresident@gmail.com and to the Chairperson of the Good Works Committee, Steve Francis, Errgoodworks@gmail.com and 231-350-0687.

You can expect to receive an acknowledgment of your Request by phone or E-mail within two weeks, which response may include follow-up questions. If you do not hear from us, please give us a call. The Good Works Committee meets once a month so please allow 30-45 days for a response to your organization's Request. Thank you. **PLEASE MAKE CERTAIN THAT THE APPLICATION IS SIGNED.**

Please note that grants must be from the Club's geographic and service areas of focus. If you have a question on these parameters, please contact the Good Works Committee Chair.

1. Name, address, and phone number of the organization making the request:

2. What is the purpose/mission of the organization making the request?

3. Is the organization a 501(c) 3?
 - If "yes", please provide the number. #
 - If "no", is the organization non-profit?

4. Describe who, and how many, the project will serve:

5. Please provide a **detailed** description of the project for which funds are requested. Use additional attachments as necessary.

6. Project Funding:
 - a. What is the total project budget? \$
Please attach a copy of the budget.
 - b. How much is requested from Rotary Good Works? \$
 - c. Source(s) of remaining funds [give detailed information.]
 - d. If the grant is not awarded, how will the project be funded?

e. Funding History:

- i. Is this a one-time request?
- ii. If "No", Funds received from Rotary last year? \$
- iii. Do you anticipate requesting funds from Rotary next year?

7. When will you need access to the funds?

Please allow 30-45 days lead time for the Club to consider your request.

Please provide the following so that we may follow up:

Contact Person to get additional information from:

Organization: _____

Signed: _____

Title: _____ Dated: _____

Following to be filled in by the GWC Chair:

Highest Level of Action Required: [] GWC \$500 [] Board >\$500 – \$3000 [] Club >3000

Date Received by GWC

Chair and Pres.: _____

Date to Club, GW Committee and Service

Committee Chair: _____

Date of Serv. Comm. Final Action: _____

Action by Serv. Comm. _____

Date of presentation to GWC: _____

Date of Final Action GWC _____

GWC Action: _____

Date Submitted to Board _____

Date of Final Board Action: _____

Board Action: _____

Date of Final Action by Club: _____

Final Disposition: _____

Source of Matching Funds: _____

Date of Communication to applicant: _____

Date Funds Requested: _____

Source of Funds: [] Club Check [] Community Foundation Request

