



## 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 Steve Francis [Errpresident22@gmail.com](mailto:Errpresident22@gmail.com) and to the Chair of the Good Works Committee at [Errgoodworks22@gmail.com](mailto:Errgoodworks22@gmail.com). Phone: 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