

Rotary Club of Elk Rapids Good Works Grant Request



Grant Guidelines

Rotary welcomes the opportunity to partner with other service organizations to advance specific goals consistent with the objectives of Rotary such as Rotary International's Areas of Focus

- Protecting the environment
- Fighting disease
- Savings mothers and children
- Growing local economies
- Providing clean water, sanitation, and hygiene
- Supporting education
- Promoting peace

Rotary is interested in supporting targeted projects that improve the lives of underserved population internationally or those who are in need through community collaboration in the Elk Rapids area and surrounding region. Projects that will address the unmet need in the community, help with funding to launch a new program or support projects that ensure long-term and sustainable results are favorable examples.

Eligible applicants are

- Charitable 501(c)3 nonprofit organizations
- Educational institutions
- Governmental entities
- Organizations with a 501(c)3 fiscal sponsor*

* Organizations who do not have a 501(c)3 charitable determination are encouraged to partner with an established charitable organization who will be willing to function as fiscal agent for any grant funds.

The club does not provide funding for:

- Political parties, candidates for office, campaigns, or projects.
- Religious faith-based organizations if the goal is to proselytize and recruit.
- Another organization's endowment funds, memorials, or multi-year projects.
- An organization that engages in discrimination.
- Basic municipal services.
- Fund individuals or organizations without a tax-exempt status.
- General operating expenses, salaries, other wages, or compensation,

All Rotary Grant requests should be submitted on the official application form below.

Grants are not automatically repeated; an application must be submitted each time a grant is needed.

The Good Works committee will review all grant requests and make recommendations to the board of directors based on the funds available and eligibility criteria. The Rotary Club of Elk Rapids Directors will determine what project(s) to fund. A formal announcement to the recipients or those who were not selected will be made.

At the project's conclusion, recipients will be expected to submit a brief one-page report that details how the grant was spent, who was impacted, successes and challenges, and any photos or documentation about the project or program. The report should be sent within 30 days of expenditure of grant funds. Material from reports may be shared with the club and utilized in public marketing efforts. Please ensure that photo permissions are received.

Recipients are required to acknowledge the Rotary Club of Elk Rapids in their publicity. Use of the Rotary logo is encouraged when appropriate. Recipients need to be willing to personally present their project to the club membership if requested.

Please complete the following Request Form and submit it electronically to the current Good Works chairperson Jim Nothoff at jimnothoff@gmail.com and club President Ed Boettcher at edgarp57@yahoo.com

Questions: Jim Nothoff 231-350-1901
 Ed Boettcher 231-463-4555

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

Organizations Name: _____

Address: _____

Phone Number: _____

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

3. Is the organization a 501(c) 3? _____

If “yes,” provide the number _____

If “no,” is the organization non-profit?

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

5. Is the grant assisting to jump-start a new initiative? If so, how solid is the sustainable plan?

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

7. Project Funding:
- a. What is the total project budget? \$ _____
(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? _____
8. When will you need access to the funds? _____

You will receive an acknowledgment of receipt of your Request via E-mail. The Good Works Committee meets once a month. Allow up to 45 days for a response to your organization’s Grant Request.

Contact Person:

Print Name: _____

Email: _____

Phone Number: _____

Signature: _____

Title: _____ Dated: _____

Following to be filled in by the GWC Chair:

Highest Level of Action Required: ☐ GWC \$500 ☐ Board >\$500 – \$3,000 ☐ Club >\$3,000

Date Received by GWC

Chair: _____

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