

**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, Dale Gehman at dagehman1@yahoo.com , Phone: 989-370-6984; and to Jim Nothoff, the Chair of the Good Works Committee at jimnothoff@gmail.com. Phone: 231-350-1901.

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:

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

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

If “yes”, please provide the number. If “no”, is the organization non-profit?



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

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

1. Project Funding:
	1. What is the total project budget? $

Please attach a copy of the budget.

* 1. How much is requested from Rotary Good Works? $
	2. Source(s) of remaining funds [give detailed information.]
	3. If the grant is not awarded, how will the project be funded?

* 1. Funding History:
		1. Is this a one-time request?
		2. If “No”, Funds received from Rotary last year? $ iii. Do you anticipate requesting funds from Rotary next year?

1. 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**