

## West Bay Rotary Club Charitable Foundation

# Grant Application Guidelines

Twice a year, the West Bay Rotary Club of Camden, through its Charitable Foundation, provides financial support to organizations that work to improve the lives of people in Knox County and the Town of Lincolnville. We invite grant applications that support charitable organizations, projects or programs in the range of \$250 up to a maximum of \$1500. We *do not* fund capital expenses.

Applications forms may be downloaded from our website at [www.westbayrotaryofmaine.org](http://www.westbayrotaryofmaine.org) under the Applications tab. All submitted Applications are reviewed by the Grants & Scholarship Committee and approved by the West Bay Rotary Board of Directors.

Only one application every 12 months will be funded. Projects that are not funded in one grant cycle may be resubmitted for the next cycle. If you are unsure of previous support, please contact us.

All grant recipients are required to make a brief presentation to West Bay Rotary's membership in the month of the award, describing how the funds will be utilized.

| <b>Applications Due*</b> | <b>Review/Make Recommendations</b> | <b>Commitments</b> | <b>Grants Issued</b> |
|--------------------------|------------------------------------|--------------------|----------------------|
| <b>October 1</b>         | Early November to December         | January 1          | January 31           |
| <b>April 1</b>           | Mid-April to May                   | June 1             | June 30              |

Mail completed application to: West Bay Rotary Club, Attn: Grants & Scholarship Committee Chair, P.O. Box 1033, Camden, Maine 04843; or Email to: [westbayfoundation@gmail.com](mailto:westbayfoundation@gmail.com) (please put "Donation Request" in the subject line of email)

*\*Applications must be postmarked or emailed by due date.*

## Grant Application Form

### GENERAL INFORMATION

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Organization name: \_\_\_\_\_

Applicant is for a charitable cause or an organization? Y/N

Tax Identification Number (if a 501.c3): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Impact Area (i.e., operating, project, or program region): \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## **GRANT CRITERIA**

1) Project title: \_\_\_\_\_

2) Grant amount requested (\$250 minimum; \$1,500 maximum): \$ \_\_\_\_\_

3) What specifically will the grant be used for (Operations/Program/Project):

4) Funding category(s) for your grant request (Check all that apply; circle most applicable category):

- ☐ Basic Education & Literacy
- ☐ Maternal & Child Health
- ☐ Peace & Conflict Prevention/Resolution
- ☐ Disease Prevention & Treatment
- ☐ Water, Sanitation & Hygiene
- ☐ Community & Economic Development
- ☐ Support The Environment

*(See PDF for more details on Rotary's funding categories.)*

5) Total program/project cost (enclose itemized budget): \$ \_\_\_\_\_

6) Completion date of program or project: \_\_\_\_\_ (Note: Cannot exceed 12 mos.)

7) Have you ever received a West Bay Rotary grant? Y/N If yes, year and amount: \_\_\_\_\_ \$ \_\_\_\_\_

8) Describe your target population and how many people will be impacted by this grant.

9) Briefly describe what your organization does and how West Bay Rotary's grant will benefit the people living in Knox County and the Town of Lincolnville (maximum 250 words):