

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. We *do not* fund capital expenses.

The grant application form (below) may be downloaded anytime from our website at www.westbayrotaryofmaine.org under the Applications tab. (Please be sure you're using the most recent version, since it may be revised from cycle to cycle.) All submitted Applications are reviewed by the Grants & Scholarship Committee and approved by the West Bay Rotary Board of Directors.

Only one grant per organization or project will be made in a calendar year. 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 the organization and how the funds will be utilized.

<u>Applications Due*</u>	<u>Review/Make Recommendations</u>	<u>Commitments</u>	<u>Grants Issued</u>
October 1	Early November to December	January 1	January 31
April 1	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 (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 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 (\$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):

- Education
- Family Health
- Conflict Prevention/Resolution
- Disease Prevention & Treatment
- Community & Economic Development
- Environment

5) Total operating/program/project cost (please 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):