Rotary Club of Bettendorf

Spring 2024

**Grant Information Letter**

Dear Grant Applicant:

On behalf of the Bettendorf Rotary Club (“BRC”), thank you for your interest in applying for funds for the upcoming grant cycle. The following Grant Application outlines the information that must be provided to be considered for funding as well as limitations on the type of projects eligible for BRC consideration. Please read the material carefully and follow the funding criteria and instructions for submitting grants as failure to comply may result in your grant request not being submitted for consideration.

While the BRC attempts to fund as many projects as possible, the dollars requested far exceed the amount of funds available for distribution. The submission of a grant does not and cannot guarantee funding. Grants are considered by the BRC Grant Committee comprised of 10 members of the BRC . Each committee member acts in a democratic fashion to rate the grant requests.

The BRC Board, consisting of a diverse group of the Bettendorf Rotary Club membership, makes the final determination on whether funding will be approved based on the recommendations of the BRC Grant Committee. Prior funding does not ensure that future grants will also be approved. Grant Committee members change from year-to-year, as do the needs within our community. Entities should not plan or budget that BRC funds will be awarded. The BRC may partially fund a grant request if the Grant Committee believes that a project can be completed for less money, or that other money is available in the community, or that available funds do not exist to fund other worthy grant requests.

Questions concerning the Grant Application process may be submitted to Carol Foster by e-mail at [CarolFoster@empoweringabilities.org](mailto:CarolFoster@empoweringabilities.org) . Grant applicants should not lobby Grant Committee members. Additionally, the BRC Board and Grant Committee will not discuss with grant applicants the specific reasons why a grant was not funded.

Over the years, BRC has funded many grant requests. BRC’s ability to continue to fund projects depends, in part, on the good stewardship of those receiving grant funds. It is not uncommon for the actual cost of purchases included in a grant request to be less than the amount requested in the grant. The BRC will provide reimbursement only for the purchases included in the original grant request. We encourage all those requesting grant funds to seek the lowest bid possible prior to submitting the grant request. If a grant recipient desires additional products or services not included in the grant application budget, a new grant application should be submitted. **For this grant cycle, requests should be as close as possible to $10,000 but should not exceed $10,000.** Thank you for your interest in a grant from the BRC.

Sincerely,

BRC Grant Committee and the Bettendorf Rotary Club

**BETTENDORF ROTARY CLUB $10,000 GRANT APPLICATION**

**ORGANIZATION:** Click or tap here to enter text.

**YOUR NAME:** Click or tap here to enter text.

**FEDERAL ID NUMBER (FEIN):** Click or tap here to enter text.

**Is your organization a “for profit” or a “not for profit”?** Choose an item.

**Are you a 501c(3) tax-exempt organization?** Choose an item.

***\*If yes, please include the 501c(3) tax-exempt letter with your application.***

**Project Title:** Click or tap here to enter text.

**Amount Requested:** Click or tap here to enter text.

**Total budget of the Project:** Click or tap here to enter text.

**Describe the project in 25 words or less:**

Click or tap here to enter text.

**Organization Mission Statement:**

Click or tap here to enter text.

**Contact Person and Title:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**City:**  Click or tap here to enter text.

**State:** Click or tap here to enter text.

**Zip:**  Click or tap here to enter text.

**Telephone:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Date Submitted:** Click or tap to enter a date.

**STATE THE PROBLEM ADDRESSED BY THE PROGRAM OR PROJECT AND DESCRIBE THE NEED FOR THE PROJECT/SERVICE (include methods used to determine the need):**

**DESCRIBE THE PROGRAM OUTCOMES TO BE ACHIEVED:**

**(An outcome describes what you want to happen after your activity is completed)**

**DESCRIBE THE NATURE OF THE PROJECT/SERVICE TO BE OFFERED AND THE ACTIVITIES WHICH WILL BE CONDUCTED TO CARRY OUT THE PROGRAM OUTCOMES:**

**NUMBER OF PEOPLE SERVED BY THE PROJECT:**

**DESCRIBE HOW SUCCESS OF THE PROJECT WILL BE EVALUATED INCLUDING:**

**(Outcome evaluation is a method of determining how well a program/service achieved its stated objectives/goals by measuring the results.)**

1. **EVALUATION INSTRUMENTS AND METRICS**
2. **BUDGET COMPLIANCE**
3. **PLAN FOR ANALYSIS OF THE EVALUATION DATA**
4. **PLAN TO PUT THE EVALUATION DATA TO WORK**

**EXPLAIN HOW THE BETTENDORF ROTARY FUNDING WILL BE ACKNOWLEDGED IN THE PROGRAM OR PROJECT:**

**HAVE YOU APPLIED FOR OTHER GRANTS FOR THIS PROJECT? IF SO, WHICH ONES?**

**PROGRAM BUDGET:**

***\*Please include a budget for the project, including a listing of other sources of funding. The budget should be specific to the project and not to the organization. If the project is expected to be ongoing, please include a budget with expected revenue and expenses for 3 years.***

**REQUIRED DOCUMENTS TO BE INCLUDED WITH YOUR SUBMISSION:**

1. **Grant Application**
2. **501c(3) Letter if applicable**
3. **Listing of Board of Directors/Trustees**
4. **Project Budget**
5. **Handouts, Brochures, etc. related to the project or organization.**

**ALL DOCUMENTS MUST BE SCANNED IN AND EMAILED TO** Carol Foster [CarolFoster@empoweringabilities.org](mailto:CarolFoster@empoweringabilities.org) **. Grant applications are due by May 15th.**

**If you have any questions, contact Carol Foster** [**CarolFoster@empoweringabilities.org**](mailto:CarolFoster@empoweringabilities.org)**.**

**NOTE:**

**ALL DOCUMENTS OF YOUR SUBMISSION NEED TO BE SUBMITTED AS ONE COMPLETE SUBMISSION: I.E. ONE PDF DOCUMENT.**