

Davenport Rotary Charitable Giving Fund

APPLICATION INSTRUCTIONS FOR THE CHARITABLE GIVING FUND – Page 1

The Rotary Club of Davenport works with the Davenport Rotary Fundraising Committee to generate funds for philanthropy. The Fund is located at the Quad Cities Community Foundation in the Davenport Rotary Project Fund. The fund will receive grant applications annually to support local organizations that provide basic human services, serve youth, and meet local community needs. Whenever possible, funds will be maximized through matching funds from other sources.

There will be one grant cycle with a grant deadline of **May 1, 2019**. The maximum award will be \$20,000 per organization. Applications must be mailed (postmarked) or emailed by the deadline date. Organizations can only receive one grant per fiscal year. A “Final Report” for all previous grants must be on the file prior to submitting a new grant application. Applications will be reviewed with a decision made by **May 22, 2019**.

Restriction: The Fund generally **makes grants only to non-profit organizations. Grants are not awarded in the following areas: annual fund raising, organizational endowment funds, deficit financing, grants to individuals, scholarship funds, political groups or political activities, Rotarians and their families, or for sectarian purposes.**

Procedures: When a grant check is cashed, the organization is obligated to use it for the purpose given in the application. Grant recipients are required to file a written report describing the use of the funds after the project/program is completed or nine months after the grant has been received.

Applicants must email a PDF of their proposal and attachments to davenportrotary@gmail.com. **In some cases, applicants may be asked to meet with Rotary representatives or to make a short presentation about their proposal.**

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Application: Please include the following information in your proposal:

1. Cover letter that states the name of the organization, the name of the project, and a brief summary of the project.
2. Narrative not longer than four pages which
 - Briefly describes the organization
 - States the problem addressed by the program or project
 - Describes the need for the service
 - Describes the service to be offered and the activities of the project.
 - Estimates the number of people served.
 - Describes how you will evaluate the success of the project
 - Explains how the Davenport Rotary funding will be acknowledged.
3. Project budget (not more than one page)
4. Organization budget (not more than one page)
5. Non-Profit status - copy of IRS letter showing 501(c)(3) status.

In evaluating applications, the Fund gives consideration to the following factors:

- Does the project serve Scott County?
- Does the program or project address a priority community need?
- Will the project have a significant impact on the need, what outcome will be achieved and how will it be measured? Will the Rotary funds have a measurable impact on the project or organization?
- Does the program duplicate any other community service?
- Does the project have a sound financial plan?
- After this project is completed, how will funding continue? If not funded, what is the effect?
- Does the project have a base of community support such as volunteer involvement, neighborhood participation, or collaboration with other organizations?

Thank you for your application to the Davenport Rotary Charitable Giving Fund.

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**** May 1st Application Deadline – See Instruction ****

1. Organization: _____ Federal ID number (EIN): _____

Is this your first application to this funder? Yes No

Are you a 501 (c) (3) tax-exempt organization? Yes No

If yes, include the 501(c)(3) tax x-exempt letter.

2. Project Title: _____

Is this a new project? Yes No

Is this an enhancement/expansion/continuation of a project? Yes No

3. Amount requested: \$ _____ Total cost of the project: \$ _____

4. Describe the project in three sentences:

Population Served (check one): General Public Infant/Babies Children/Youth
 Adults Elderly

5. Amount of Organization's Annual Operating Budget: \$ _____

Amount of Program Budget for the project you are requesting funding for: \$ _____

Major sources of funding for organization: _____

6. Fiscal year: _____

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7. Please list Board of Directors/Trustees (list may be attached):

8. Additional information/Mission Statement:

9. _____
Signature of CEO/President

10. Contact Person and Title: _____

11. Address:

City	State	Zip	County
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12. Telephone: _____ Date Submitted: _____

13. Email: _____