



# DONATION / GRANT REQUEST FORM

Date of request

**P.O. Box 1666, Miamisburg, OH 45343**

\*PLEASE ALLOW 60-90 DAYS FOR ROUTING  
AND PROCESSING OF ALL REQUESTS

This form is to be used to request funding or donations from the Miamisburg Rotary Club (MRC) and must be completed by an Officer of the requesting organization. Please Note: If the MRC makes a decision to grant funds based on this application, it should be understood by the recipient(s) that the MRC policy is to do so on a "one-time" basis. When providing funds, the MRC may, at their discretion, review additional requests from the same organization or for the same project should the requesting party or parties wish to submit another Request Form. REQUESTOR: Please type or print clearly as illegible requests may not be considered. If more space is required, continue on the reverse or a separate sheet. Forward to the MRC Secretary upon completion (barry.rotary@earthlink.net).

1. Requesting Organization / Payee (name, address, phone, website URL)		2. Organization Point of Contact (name, title in organization, address, phone, email)	
3. Is organization a qualified 501(c)(3)? <i>Note: Required for MRC Charitable Trust grants.</i> YES NO		4. Provide tax ID number:	
5. Amount of Request:	6. Date Funds Needed*:	7. Is a copy of your last year's financial report available if requested? YES NO	
8. List date and amount of any MRC grants in the <u>past 3 years</u> :			
9. Describe the Organization's purpose or services provided:			
10. Are your services seasonal? YES NO Please Explain:			
11. How many persons do you serve monthly? annually?		12. Other funding sources for your organization / project:	
13. Describe in detail how the requested funds will be used and how they will benefit the community:			
14. Are you willing to present a 20 to 30 minute program at a future Rotary meeting to report on how your grant was invested for the community good? YES NO			

## REQUESTOR: Do not write below this point. For Miamisburg Rotary Club Processing Purposes Only

15. Date to <b>ALLOCATIONS COMMITTEE</b> :		16. Allocations Committee Recommendation: Circle one: <b>APPROVE DISAPPROVE</b>	
17. Dollar Amount if APPROVED:		18. Recommended Funding Source: <i>(If the Miamisburg Rotary Club Charitable Trust Fund is selected, forward to Charitable Trust Chairman, for other funds, forward to Board of Directors):</i>	
19. Additional Comments / Recommendations (Attach Committee Meeting Minutes to this form):		20. Allocations Committee Chairman Signature / Date:	
21. Date to <b>CHARITABLE TRUST COMMITTEE</b> :		22. Charitable Trust Committee Recommendation: Circle one: <b>APPROVE DISAPPROVE</b>	
23. Dollar Amount if APPROVED:		24. After approval or disapproval by the Charitable Trust Committee, forward to Board of Directors	
25. Additional Comments / Recommendations (Attach Committee Meeting Minutes to this form):		26. Charitable Trust Committee <u>Chairman Signature</u> / Date:	
27. Date to <b>BOARD OF DIRECTORS</b> :		28. Board of Directors Recommendation: Circle one: <b>APPROVE DISAPPROVE</b>	
29. Dollar Amount if APPROVED:		30. After approval or disapproval by the Board of Directors, forward to Club Secretary	
31. Additional Comments / Recommendations (Attach Committee Meeting Minutes to this form):		32. Club President Signature / Date:	
33. Date to <b>CLUB SECRETARY</b> :		34. Scan and provide copies of correspondence to Chairs and Treasurer as needed	
35. Final Dollar Amount:		36. If Charitable Trust: Letter to <u>Dayton Foundation</u> with copy of this form and attached correspondence If Club Funds: This form and attached correspondence to <u>Treasurer</u>	
37. Additional Comments / Actions:		38. Club Secretary Signature / Date:	
39. Date to <b>CLUB TREASURER</b> :		40. Blank	
41. Final Dollar Amount: \$	42. Check Number:	43. Check Mailed (or N/A if to be presented):	
44. Additional Comments / Actions:		45. Club Treasurer Signature / Date:	
46. Date of Final Disposition:		47. Check Presented To / Date:	
48. Additional Comments:		49. Coordinated with Public Relations Chair / Date:	