

# DONATION / GRANT REQUEST FORM

## MIAMISBURG ROTARY CLUB

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

DATE OF REQUEST

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 is willing, however, to 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 will not be considered. You may add information on reverse as needed. Forward to the MRC Secretary upon completion.**

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

**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. <b>After approval or disapproval by the Charitable Trust Committee, forward to Board of Directors</b>		
25. Additional Comments / Recommendations (Attach Committee Meeting Minutes to this form):		26. Charitable Trust Committee Chairman Signature / 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. <b>After approval or disapproval by the Board of Directors, forward to Club Secretary</b>		
31. Additional Comments / Recommendations (Attach Committee Meeting Minutes to this form):		32. Club President Signature / Date	
33. Date to <b>CLUB SECRETARY</b> :		34. Letter to Dayton Foundation with copy of this form and attached correspondence	
35. Final Dollar Amount: \$	36. <b>If Charitable Trust:</b> Letter to <b>Dayton Foundation</b> with copy of this form and attached correspondence <b>If Club Funds:</b> This form and attached correspondence to <b>Treasurer</b>		
37. Additional Comments / Actions:		38. Club Secretary Signature / Date	
39. Date to <b>CLUB TREASURER</b> :		40. Allocations Committee Recommendation: Circle one: <b>APPROVE DISAPPROVE</b>	
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:	