

MIAMISBURG ROTARY CLUB GRANT REQUEST FORM – INSTRUCTIONS

1. You may use “tab” to go to next section.
2. Character limits are set for some boxes (see below). If more room is needed, please provide a continuation sheet (noting your organization name, date of request and specify which box(es) are being continued).
3. Once form is completed, print (to pdf) to save information. The .pdf can be mailed, emailed (*preferred*), or delivered to a Miamisburg Rotarian.
4. If you have questions, please contact the Club Secretary at the email address noted at the top of the form.

Date of Request & Box 6: Click on box, an arrow will appear on right. Click arrow for dropdown to select month, day and year. You may also directly enter the date and it will automatically format.

Box 1, Requesting Organization: Enter the requested information. (up to 150 characters)

Box 2, Organization Point of Contact: Enter the requested information. (up to 150 characters)

Box 3, 7, 10, 14: Click on button after “YES” or “NO”. After box 10, please provide a brief explanation (ie., during school year, year around on weekends, etc.) (up to 150 characters)

Box 4, Enter Tax ID Number: Enter Tax ID your organization uses on tax filings.

Box 5, Amount of Request: Enter the dollar amount numbers only. It will automatically format with dollar sign and comma as needed.

Box 8, Date and Amount of MRC Grants in the past 3 years: Enter requested information (up to 100 characters). If none, enter “none” or “N/A”.

Box 9, Describe Organization’s Purpose or Services Provided: Enter requested information to enable us to best determine the compatibility of our organizations’ goals and objectives. (up to 450 characters, text will scale down in size as more information is entered).

Box 11, How many persons do you serve monthly and annually: Enter requested information.

Box 12, Other Funding Sources: Enter your other sources of funding and amounts (up to 140 characters)

Box 13, How Funds Are Used and Benefits to the Community: Enter requested information to enable us to best determine the compatibility of our organizations’ goals and objectives. (up to 450 characters, text will scale down in size as more information is entered).