



# ROTARY CLUB OF POINT WEST SACRAMENTO GRANT REVIEW COMMITTEE

## INSTRUCTIONS FOR POINT WEST ROTARY CLUB GRANT APPLICATION

1. Review our Grant Review Committee Operating Guidelines (on website)
2. Download these instructions with the application.
3. Additional information to be submitted with the application request:
  - Copy of IRS 501(c) 3 Letter of Determination
  - Last Annual Report (if available)
  - List of Board of Directors & Organization
  - Current Budget, including sources of funding
  - Copy of previous years IRS form 990 (if available)
  - Copy of last annual audit, including any findings or recommendations
  - Copy of Franchise Tax Board (FTB) exempt authorization (if available)
  - Copy of organization's literature

Note: If electronic versions of the following supporting documentation are available they may accompany the completed application via email to:

[PWRCFGGrants@pointwestrotary.com](mailto:PWRCFGGrants@pointwestrotary.com)

4. If selected for grant consideration, please know that representative/s of your organization will be invited and expected to be in attendance at a Grant Review Committee meeting to be arranged by the committee chair with the contact person indicated on the application.
5. A grant award report is required 6 months from the award date.
6. Electronic submission of the application is preferable, however, the completed application, along with the additional information in #3 above, may be mailed to:

**Rotary Club of Point West-Sacramento  
Grant Review Committee  
P.O. Box 15006  
Sacramento, CA 95851-0006**