

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:

PWRCFGrants@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