



**The Rotary Club of Longview, Texas**  
*The original service club of Gregg County, Texas*  
*Chartered May 1, 1920*

**Service Grant Project Application Purpose**

**The Purpose of the Rotary Club of Longview service grant project application is to help support community-based organizations in Longview which offer opportunities to enhance the well-being of our community for all citizens. These initiatives address children at risk, poverty and hunger, health and human development, economic development, unity, the environment and education.**

**Grant Ranges: \$1000 to \$5000**

**Funded service projects will be required to submit a final report and present the final report in a general club meeting that is scheduled.**

**For additional grant questions contact:**  
**Dietrich R. Johnson**  
**Rotary Club of Longview Service Committee Director**  
**903.237.1089**  
**or**  
**djohnson@longviewtexas.gov**



**ROTARY CLUB OF LONGVIEW  
Service Grant Project Application**

Date of Application: \_\_\_\_\_

Legal name of organization applying: \_\_\_\_\_  
*(Should be same as on IRS determination letter and as supplied on IRS Form 990)*

Year Founded: \_\_\_\_\_ Current Operating Budget: \_\_\_\_\_

Executive Director: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Contact person/title/phone number: \_\_\_\_\_

Address *(principal/administrative office)*: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
*(include area code)* *(include area code)*

Web address: \_\_\_\_\_

List any previous support from this club: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Project Name: \_\_\_\_\_

Purpose of Grant *(one sentence)*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Project Date(s): \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_

## GRANT APPLICATION FORMAT

*Please provide the following information in this order. Use these headings, subheadings and numbers provided in a word processing format of no more than six pages to capture responses. No applications will be considered without all required attachments.*

### **A. NARRATIVE**

#### **1. Executive Summary**

- Begin with a half-page executive summary/project abstract. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

#### **2. Purpose of Grant**

- Statement of needs/problems to be addressed; description of target population and how they will benefit.
- Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.
- Timetable for implementation.
- List of other partners in the project and their roles.
- List of similar existing projects or agencies, if any, and explain how your agency or proposal differs, and what effort will be made to work cooperatively.
- Description of the qualifications of key staff and volunteers that will ensure the success of the program.
- Long-term strategies for funding this project at end of grant period.

#### **3. Evaluation**

- Plans for evaluation including how success will be defined and measured.
- Description of how evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated.
- Description of the active involvement of constituents in evaluating the program.
- Describe how the general public will know this is Rotary Club of Longview supported project.

#### **4. Budget Narrative/Justification/Description**

- A plan (on a separate sheet) that shows how each budget item relates to the project and how the budgeted amount was calculated.
- List of amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted.
- List of priority items in the proposed in the proposed budget, in the event that we are unable to meet your full request.

#### **5. Organization Information**

- Brief summary of organization's history.
- Brief statement of organization's mission and goals.
- Description of current programs, activities and accomplishments.
- Organizational chart, including board, staff and volunteer involvement.

### **B. ATTACHMENTS**

1. A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status.
2. List of Board of Directors with affiliations.
3. Finances:
  - Organization's current annual operating budget, including expenses and revenue.
  - Most recent annual financial statement (independently audited, if available; otherwise, attach Form 990).
4. Letters of support should verify project need and collaboration with other organizations. (3)
5. Annual report, if available.



*Organization Name*

\_\_\_\_\_

*Signature, Chairperson, Board of Directors*

\_\_\_\_\_  
*Typed Name and Title*

\_\_\_\_\_  
*Date*

*Signature, Executive Director*

\_\_\_\_\_  
*Typed Name and Title*

\_\_\_\_\_  
*Date*

For Club Use Only

Date Received \_\_\_\_\_

Project Funded:

- Yes    Amount: \_\_\_\_\_
- No

Approved by: \_\_\_\_\_