



## Appropriation & Grant Request Submission Dates

**Statement of Preference:** The Rotary Club of Batavia prefers that an organization requesting a grant deliver a presentation at a club meeting within the previous 24 months. If you have not shared your story with us within the last 24 months, please contact us to schedule a visit. Our email address is [info@BataviaRotaryClub.org](mailto:info@BataviaRotaryClub.org). We will also forward your contact information to our Program Chair, who may contact you to select a date.

We review Appropriation and Grant Requests on a semi-annual basis. Requests received within the timeframes defined below are reviewed by the Appropriations Committee during the month following the submission deadline. Award decisions are made by the Board of Directors at the board meeting following the review period.

Here are the award dates with submission deadlines.

- First review
  - Submission deadline: Must be postmarked no later than December 31.
  - Appropriations Committee Review: January
  - Award date: The last Friday in February.
  
- Second review
  - Submission deadline: Must be postmarked no later than June 30.
  - Appropriations Committee Review: January
  - Award date: The last Friday in August.

The Rotary Club of Batavia reserves the right to modify review dates to accommodate emergency needs or unexpected community events and approve proactive grants independent of this review process.



**APPLICATION FOR REQUESTED APPROPRIATIONS**

Please type or print. You may use text boxes for computer input on application.

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Requested Amount: \$ \_\_\_\_\_

Description of Request (Be specific): \_\_\_\_\_

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**Please continue to answer following questions.**

**Yes      No**

1. Is your organization not-for-profit?  Yes  No
2. Does your organization use volunteers?  Yes  No  
If yes, how many? \_\_\_\_\_
3. Has your organization requested assistance by the Rotary Club in the past?  Yes  No  
If so, how long ago? \_\_\_\_\_
4. How many years has your organization been in existence? \_\_\_\_\_
5. How many people/families will this request benefit in the following areas?  
*Please use specific numbers known or percentages of total client base.*
- Batavia: \_\_\_\_\_ Tri-Cities: \_\_\_\_\_
- County: \_\_\_\_\_ Other: \_\_\_\_\_

Please explain other or clarification of numbers and/or percentages. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Please provide an explanation/illustration of what benefits and/or desired outcomes will the funds, if appropriated, accomplish for your organization?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

7. Authorization – I hereby acknowledge with the signature affixed below that I am authorized by my organization to submit this application. I further do certify that the information provided within this application is complete and truthful to the best of my knowledge and agree to the terms within. I understand that any false information provided will automatically disqualify this application from any appropriated funds by the Batavia Rotary Club.

\_\_\_\_\_  
*Authorized Signature/Print Name*

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