

## Appropriation & Grant Request Submission Dates

The Rotary Club of Batavia reviews Appropriation and Grant Requests on a semi-annual basis. Requests received within the timeframes defined below are reviewed by the Appropriations Committee. The applications are then submitted to the Board of Directors at the next scheduled board meeting.

Here are the scheduled review dates with submission deadlines.

- First review
  - Submission deadline: Must be postmarked no later than January 31.
  - Review date: The last Friday in February.
  
- Second review
  - Submission deadline: Must be postmarked no later than July 31.
  - Review 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.

**Rotary**  
Club of Batavia, IL



Rotary Club of Batavia  
P.O. Box 111  
Batavia, IL 60510  
[www.bataviarotaryclub.org](http://www.bataviarotaryclub.org)

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**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) :**

**Please continue to reverse side.**

**Please continue to answer following questions.**

**Yes**

**No**

1. Is your organization not-for-profit?  Yes  No
2. Does your organization use volunteers? If yes, how many?  Yes  No
3. Has your organization requested assistance by 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 | <input type="text"/> | Tri-Cities | <input type="text"/> |
| County  | <input type="text"/> | Other      | <input type="text"/> |

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