

## 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.

The Rotary fiscal year begins on July 1 and runs through June 30 of the following year. Grants are reviewed during the month following the quarter in which they were received.

- Q1 Disbursements (07/01 through 09/30)
  - Submission: Must be postmarked or electronically received no later than June 30.
  - Decision date: No later than the October board meeting
- Q2 Disbursements (10/01 through 12/31)
  - Submission: Must be postmarked or electronically received no later than September 30.
  - Decision date: No later than the January board meeting
- Q3 Disbursements (01/01 through 03/31)
  - Submission: Must be postmarked or electronically received no later than December 31.
  - Decision date: No later than the April board meeting
- Q4 Disbursements (04/01 through 06/30)
  - Submission: Must be postmarked or electronically received no later than March 31.
  - Decision date: No later than the July board meeting

**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.

Organization Name

Address

City, State Zip

Contact Person

Phone  Email

Amount Requested

Please describe the request in the space provided below:

Please continue on the next page.



Please answer the following questions.

Yes

No

Is your organization not-for-profit?

Do you use volunteers?

- If yes, how many do you have?

Have you requested Batavia Rotary assistance in the past?

When was your organization founded?

Years in existence

Numbers benefiting from this grant:

Individuals

Families

Identify the locations the grant will impact. Use numbers or percentages.

Batavia

Tri-Cities

County

Other

Please explain other:

Please list the desired outcomes in the space provided below.



**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 consideration by the Rotary Club of Batavia, IL. I further understand that if the Rotary Club of Batavia, IL realizes that false information provided within this application resulted in a grant, that funding resulting from this application must be returned to the Rotary Club of Batavia, IL.

Please print your full name:

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Authorized Signature

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Date