



Rotary Club of Buffalo Grove Community Grant Application

The Rotary Club of Buffalo Grove is pleased to offer Rotary Community Grants to organizations that affect the community of Buffalo Grove and its inhabitants. The Rotary Community Grant will provide funding for projects that contribute to the success of the local community with the objective of making ours a better place to live and work. One-time grants of up to \$2500 are given to efforts that have the potential to provide visible, long-term, sustainable benefits for community members. **Emphasis is given to applications that are for specific projects as opposed to ongoing causes.**

Does your organization help build our community?

Applicants must be organizations with a clear mission and a structured leadership. Charitable or non-profit organizations with a 501(c)(3) designation are encouraged to apply, though this designation is not a requirement to qualify. Faith-based non-profit organizations may qualify, provided their proposed project is for the benefit of the community as a whole rather than just the members of their congregation or organization. Projects must be initiated by the applying non-profit organization and contribute to Rotary's focus on community service, which includes projects and activities taken to improve life in the Buffalo Grove area.

An effective project should do more than just offer a quick fix for problems. The most effective service projects

- Respond to real issues
- Improve community members' lives
- Are based on a realistic assessment of available resources
- Aim for specific goals and objectives with measurable results
- Build effective networks
- Empower people and communities

To meet Rotary's criteria, requests for funding should also show how a proposed project will impact community residents and include details about how the community will learn of Rotary's involvement.

A selection committee will review grant applications and choose grant recipients.

- Applicants should request only the amount needed to fund the project.
- If additional funds will be required from other sources in order to proceed with project, the origin of these funds should be noted.
- If additional funds are needed to sustain the project, applicant must show evidence the organization will be able to maintain and continue project.
- Funding cannot be used for operating expenses, personal computers, travel expenses, dues, advertising, fund raising events, giveaways or prizes, individual scholarships, dues and memberships or lobbying expenses.
- Applications must be signed by the organization's Executive Director or equivalent.

What kinds of projects do not apply?

- Those submitted by for-profit businesses, religious organizations for the sole benefit of the organization, individual sports teams, political organizations or candidates, labor unions, homeowners' associations or individuals.

Rotary Clubs engage in service projects in thousands of communities all over the world. Rotary Club members form a diverse, global network of volunteers united through a common commitment to the advancement of international understanding, goodwill, and peace through service. If you would like to learn more about Rotary, visit BGRotary.org or call Deenie Pomilia at 847-533-6605.

Please submit your completed applications via email to grants@bgrotary.org by Saturday, May 18, 2019.

Rotary Community Grant Application Cover Sheet

Organization Name:						
Application Date:		Organization Website:				
Organization Address:						
City:		State:		Zip code:		
Telephone #:		Fax #:				
Executive Director: (or Top Executive)	(Please include prefix and title)	Phone #:				
		Email Address:				
Main Contact: (to discuss proposal)	(Please include prefix and title)	Phone #:				
		Email Address:				
Best time for Rotary representative to make contact in order to discuss proposal?		Morning	Afternoon	Evening		
If Rotary wishes for a representative from your organization to present the nature and plan of your proposal, would your organization be able to do so?			Yes	No		

Though not necessary, is your agency a 501(c)(3)?	Yes	No
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Organization's mission statement:

Past involvement your organization has had in projects that impact the community of Buffalo Grove?:

Project Name:			
____ New Project		____ Existing Project	____ Expansion of Existing Project
Proposal Summary - In 200 words or less summarize the purpose of this project.			
Amount Requested:	\$	Current Annual Organizational Budget:	\$
Project Budget:	\$ (Attach detailed project budget)		
Geographic Area(s) Served: (include specific towns, villages or counties)	(For this project. If general operations support, for this organization.)		

Agreement

I certify to the best of my knowledge, that all information included in this proposal is correct. If a grant is awarded to this organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

 Signature, Executive Director
 (or authorizing official on behalf of the organization)

 Date

NARRATIVE

SECTION A: ORGANIZATIONAL INFORMATION

1. Summary of organization's history.

2. Description of the organization's current programs, activities, number served annually, and accomplishments.

SECTION B: NEEDS STATEMENT

3. What are the community needs or problems to be addressed by this project? Why is this issue important?

SECTION C: PROJECT INFORMATION

4. Who will be served by this grant (describe) and how many will be served?

5. What are your project goals?

6. What are the anticipated short and long-term measurable outcomes that would be achieved by this project?

7. What is the timeline for implementation of this project?

8. How will your organization recognize Rotary's involvement in your project?

9. Has your organization secured funding from other sources for this project? Yes No

If Yes, please identify the groups that have supported this project.

SECTION D: EVALUATION

10. What is your organization's evaluation process? How do you plan to track and measure the effectiveness of your project/organization? (e.g. participation checklists, pre/post surveys, client questionnaires, follow-up surveys, etc.)?

REQUIRED ATTACHMENTS

- 1. Project Budget**