



## Rotary Charitable Projects Foundation of Elgin, Illinois

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### Community Charitable Fund Request Form

This form can be mailed. Or, submitted by email as a single PDF, please.

Date: \_\_\_\_\_

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

Contact Person's Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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

Is Your Organization Non-Profit or Tax Exempt? \_\_\_\_\_ Tax ID # \_\_\_\_\_ (Please attach a copy of the 501(c)(3) letter)

**NAME OF PROJECT:** \_\_\_\_\_

Amount of Funding Requested? \_\_\_\_\_

Purpose of the project: Please describe how this project will be of benefit to the community and how many individuals it will directly affect or impact:

What is the proposed time frame for the completion of this project?

Has your organization previously participated in similar projects?

How will the Rotary Club of Elgin be recognized for this contribution?

Has your organization previously received funds from the Rotary Club of Elgin (Noon) for other charitable projects?\_\_\_\_\_ If yes, please list when (if possible), the amount and name of project.

What is the proposed budget/goal for the project?

Is your project a one time or ongoing project?

Are any of the funds to be used for administrative overhead? If yes, what percentage is administrative expense?

The Rotary Club of Elgin requires a detailed summary of completion of your project of how the funds were used. Will your organization be able to provide this to us?

Is there someone in your organization who can meet with Rotary Club of Elgin if necessary to discuss your project further? Please list contact name, phone number, and email address: