

INSTRUCTIONS FOR
THE ROTARY CLUB OF Wheaton
(Noon Club)
GRANT APPLICATION FORM

2015 – 2016 Program Guidelines

For the past 56 years Wheaton Rotary has raised funds to provide Funding assistance for local Humanitarian programs.

**Grant funding cycle will be twice per year, Fall and Spring
Grant application need to be submitted by 5:00 pm on the last Friday of October and by 5:00 pm on the last Friday in March**

Awards can be made to a non-profit (501 (c) 3 status) or to a specific project.

A community project may be submitted by an individual or by a group

Grants will be awarded to humanitarian programs only.

Grants will not be awarded to cover administrative costs

Funding Criteria:

- Humanitarian Needs are programs that provide essentials to people in need. The simplest of needs such as food, clothing, shelter, physical and mental health, education, and sanitation.
- Applicants, if a non-profit organization must be registered as a 501(c)3 organization.
- No distributions are made to individuals, political groups or political activities, or to Rotarians and their families.
- No awards are made to foundations or other endowment funds which retain the monies.
- Successful Funders are expected to attend an annual grant recipient luncheon to briefly share how they have used the funds with the Rotary Club members
- **Awards are made for the current Rotary year only. There are no multi-year commitments. Verbal requests will not be accepted. Annual requests are required. Only one award per organization will be awarded in any given year. Maximum annual award is \$5,000.**

Grant Application should include:

- Organization Name and place of business
- Primary contact person
- Organizations Mission
- Brief history
- Description of Project, who it will serve, who else provides the same service
- Other Funding Sources
- A matrix to report outcomes
- Organization budget
- Project Budget
- If a registered non-profit most recent 990

GRANT APPLICATION PROCEDURES

Please send completed applications to:

**The Rotary Club of Wheaton
Via Email to Community Service Grants Committee
Email to ????????**

Requests will be reviewed by the Philanthropic Committee with approved distributions expected December and May.

THE ROTARY CLUB OF WHEATON HUMANITARIAN SERVICE

(Noon Club)

GRANT APPLICATION FORM

Organization Name: _____

Year Founded: _____

Address: _____

Fed Tax ID _____

City/State/zip: _____

(Attach proof of 501(c)3)

Contact person: _____ Title: _____

Phone: _____

Email: _____ Website: _____

Organization Mission: Brief Statement of Organization's History:

Description of Proposed Project:

Measurable Goals and Expected Outcomes: (who will be served?)

Other Funding sources for this project, please list:

Previous Rotary Awards

Last year \$_____ 2 years ago \$_____ 3 years ago \$_____

Please list any Rotarians actively associated with your organization

Budget Details of Proposal

Total proposed project cost: \$ _____

Amount requested: \$ _____

Income		Expenses	
\$:	\$	
\$:	\$	
\$:	\$	
\$:	\$	
\$:	\$	
\$:	\$	
\$:	\$	
\$:	\$	
\$:	\$	
\$:	\$	
\$:	\$	
Total \$	(must be equal)	Total \$	

