**INSTRUCTIONS FOR**

**The Rotary Club of Wheaton (Noon Club)**

**GRANT APPLICATION FORM**

**2023/2024 Program Guidelines**

**For the past 65 years, the Rotary Club of Wheaton has raised funds to provide funding assistance for local humanitarian programs.**

**Grant applications need to be submitted by 5 p.m. on Friday, April 5, 2024.**

**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.
* Recipients 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 $2,500.**

**Grant Application should include:**

* Organization name and place of business
* Primary contact person
* Organization’s 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, the most recent 990

**GRANT APPLICATION PROCEDURES**

**Please send completed applications via email to the Community Service Grants Committee at mdaniels@providencebank.com.**

Requests will be reviewed by the Philanthropic Committee, with approved distributions expected in 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’s 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 $**

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