



ROTARY CLUB OF BIG RAPIDS

PO Box 521
Big Rapids, MI 49307

COMMUNITY SMALL-GRANT APPLICATION INSTRUCTIONS

Purpose of the Rotary Club Small-Grants Program

This program is intended to partially support humanitarian activities which will benefit the local community. It is not expected that this grant award will fully fund a project, nor is it intended for the benefit of a single individual.

Maximum Grant Amount

The maximum amount available for the Community Small Grants application is \$500.00

Awardees' Reporting Requirements

A report on the project, including how the grant money was used, and its perceived beneficial impact, is expected no more than six months following its use. The report may be either in a written form, or as a presentation (no more than 15 minutes) at a regular Big Rapids Rotary Club meeting.

Project Publicity

Any publicity for your project should acknowledge support received from the Rotary Club.

Due Date for Action

Applications are due on the 15th of each month except in December. Please submit at least 60 days prior to your date of need.

Questions Regarding Submission Process

Questions may be addressed via email to bigrapidsrotary@gmail.com.

Application Submission

Email completed applications and supporting documents as attachments to:
bigrapidsrotary@gmail.com



ROTARY CLUB OF BIG RAPIDS, MICHIGAN Community Small Grant Application

Organization Information:

Organization Name: _____

Organization Mailing Address:

Contact Information:

Contact Name: _____

Contact Address: _____

Home Phone: _____ Work Phone: _____

E-mail Address: _____

Application Date: _____

PLEASE NOTE: Complete the project information and other required details below. Use additional space, if needed. However, keep the response to one page or less. Attach relevant information if you believe it will help support your proposal.

Project Name & Description:

Is this one-time need, or an on-going service? (Please explain)

Time-frame associated with intended use of this grant? _____

Is this project part of a more comprehensive initiative? _____

What is the community benefit?

Amount of funds requested: _____ Date of Need: _____

Total cost of the project: _____

Other sources and fund amounts received/requested for the project: _____

Has this organization received support from the Rotary Club of Big Rapids within the past three years?

No _____ Yes _____ If yes, when? _____ If yes, amount _____

Please submit a detailed budget for the project. Also attach a copy of 501c3 form or provide your tax-exempt ID below:
