

ROTARY CLUB of ANDOVER  
*where doing good is serious fun*

## Grant Application Rotary Club of Andover

The Andover Rotary Charitable Trust was established to provide money, in the form of grants, to charitable groups that promote the Rotary Club of Andover's goals in the community and the world at large.

The goals of the Rotary Club of Andover include the following:

1. Health and wellness, with a strong emphasis on drug abuse.
2. Art, culture and history
3. Education
4. Anti-bullying
5. Food and shelter
6. Promoting peace
7. Fighting Disease
8. Clean water, sanitation and hygiene.

Applications are judged mainly on the basis of the following three criteria:

1. Return on investment (ROI). This is measured by the number of recipients multiplied by the approximate benefit per recipient.
2. Nexus to one of the goals enumerated above.
3. Proximity to Andover.

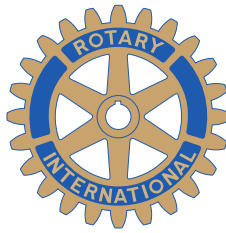
We don't expect a small organization to have the resources to accurately calculate the ROI. We do expect an organization to make some approximations.

Projects that don't meet one criterion are not necessarily doomed. For instance a sanitation project in Haiti is far from Andover but may offer a huge return on investment as judged by the reduction of disease.

If your project will be funded from multiple sources, please make it clear what you would like from us. The Fund may make disbursements on multiple occasions for one Grant. (Example: 1/3 upon approval, 1/3 once agreed upon milestones are completed, and 1/3 after the project is completed).

The Rotary Club of Andover evaluates grant applications as they are received. The approval process may take up to 4 weeks.

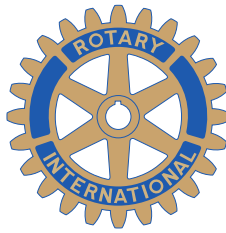
When the project is complete all recipients must complete a Grant Report Form. This is an opportunity for our grant recipients to report on the use of funds, effectiveness of your program, and the impact of our investment to improve our community and accomplish our mission. It is our expectation that recipients will carefully track the progress and success of the granted project.



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## **SAMPLE** Grant Application

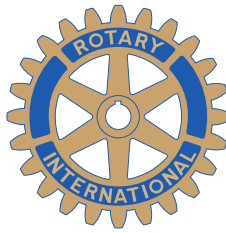
Request Date	3/1/2018	Requested Amount	\$2000		
Organization Name	XYZ Organization				
Address	123 Main Street				
City	Lawrence	State	MA	Zip Code	01841
Contact Person	John Smith	Title	Director of Development		
Phone #	978-GET-MONE	Email Address	grantseeker@XYZ.com		
Organization Mission	To enable young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.				
Describe target market receiving services and total individuals being served.	For 80 years, the XYZ Organization has worked with youth between 12-18 years old from disadvantaged economic, social and family circumstances. It provides after-school programming and attracts a membership of more than 1000, with an average of 500 teens each day. XYZ provides a safe, out-of-school place where they can learn, grow and acquire the skills they will need to become productive members of our society.				
What is the annual operating budget for the entire organization?	The annual budget is \$1.5 million, most of which is provided by our community of donors. We receive minimal state funding and are only able to charge each child \$20 for the entire year. Many receive scholarships to attend the club for free. This membership fee covers all after school activities such as basketball, swim lessons, dance, music instruction, community service groups, educational programs, nightly supper and more.				
What percentage of your overall budget is used towards programs vs. administration?	92% of every dollar is used towards programs provided at the club. The remaining is utilized to host our fundraising events, auction, golf tournament and walk. Administration and fundraising salaries, mailings, supplies etc.				
What interactions has the organization had with the Rotary Club of Andover?	Our Director of Development was a featured speaker at an Andover Rotary meeting in December, 2017.				
Are you requesting program support or sponsorship?	Program support.				



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**If applying for program support, please answer the below**

<p>Explain the area for which you are requesting funding and how many individuals benefit from this project</p>	<p>The XYZ Organization is planning a new program to boost academic performance of teens, age 12 through 18. The proposed <b>Learning-to-Learn</b> program will offer the following services:</p> <ol style="list-style-type: none"> <li>1. A quiet area in which kids can do homework, get help in completing assignments and work on school projects in a supportive environment rich in books, computers and the tools they need for academic success.</li> <li>2. Over one hundred high school and college volunteers, coordinated by our Director of Education, help an average 200 kids daily with their homework. Over the course of a year they will help over 1000 students.</li> <li>3. STEM enrichment activities include:             <ol style="list-style-type: none"> <li>a. The Hi Tech Club introduces youth to digital arts, robotics and engineering.</li> <li>b. The Science Club offers tutoring in science classes by local college students.</li> <li>c. The Environmental Science Club partners with Ground Work Lawrence to engage youth in environmental projects.</li> </ol> </li> <li>4. Planning for the Future is a college preparation and career development program for teens applying to college. This includes SAT prep, financial aid guidance, college visits, college applications and essays, job shadowing.</li> <li>5. The Summer Internship Program matches older kids with employers to gain real world job experience.</li> </ol>
<p>What outcomes are you hoping for with this project, and how will you be collecting data? Use numbers.</p>	<ul style="list-style-type: none"> <li>• 99% of our high school seniors will graduate from high school</li> <li>• 80% of students that participate in our programs will increase grades over the school year.</li> <li>• 90% will miss fewer than five days of school.</li> <li>• 75% of our teens report expectation to complete a 4-year college degree.</li> </ul> <p>Every teen is matched with a staff member who follows that young person throughout the year.</p> <p>Every teen that enters our program must first write down a set of goals that are measured every 3 months and at the end of the school year.</p> <p>Every teen must commit to 80% attendance at all events for which he or she registers.</p> <p>The staff counselor completes a monthly report card on behavior and progress in all activities. If a student does not have a 4 or 5 out of 5 on every category he or she is ineligible for the upcoming monthly group recreational opportunity.</p>

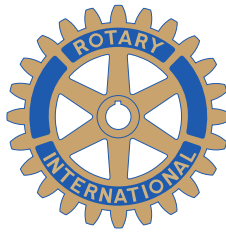


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<p>Estimate the benefit to each recipient in terms of future projections of benefits in dollars, because of this project (e.g. future salary)</p>	<p>The Bureau of Labor Statistics states that in 2017, the average weekly salary of those age 25 or older are below:            Did not graduate from high school - \$515 per week            High school graduate - \$718            College graduate - \$700            Bachelor's degree - \$1,189</p> <p>On average, 72% of Lawrence seniors graduate from high school, whereas 98% of Andover High seniors graduate. On average, we have approximately 50 registered high school seniors.            Based on graduation statistics and average weekly salary of those who graduate from high school, versus those who do not graduate from high school, the students enrolled in XYZ will earn \$160 per week more the student who does not. The difference in annual salary is \$8320.</p>
<p>What is the program budget?</p>	<p>The estimated total cost to run Learning-to-Learn is \$265,000. We are seeking \$2,000 for the materials and expenses listed below.</p>
<p>How will your organization acknowledge the Rotary Club of Andover?</p>	<p>We will list Andover Rotary as a Silver level donor in our annual report and quarterly newsletters. We will grant Andover a full page ad in our upcoming gala in September, 2018.</p>
<p>List organizations to which you've applied and amount awarded to date</p>	<ol style="list-style-type: none"> <li>1. ABC Foundation - \$5,000</li> <li>2. Red Sox Foundation - \$2,500</li> <li>3. Your Local Bank - \$1,000</li> <li>4. Your Big Bank - \$1,000</li> <li>5. Andover Kiwanis - \$500</li> </ol>

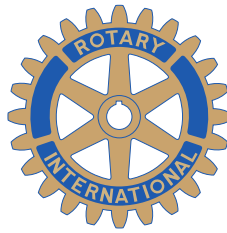
**If applying for event sponsorship, please answer the below**

<p>What is the date and location of your fundraising event?</p>	<p>We are requesting sponsorship at our annual Do Good Gala. Our event this year will be at the Grand Floridian in Chelsea on February 31, 6-9 pm.</p>
<p>How many years has this event been held?</p>	<p>This is our 24<sup>th</sup> consecutive gala.</p>
<p>How many participants do you anticipate attending?</p>	<p>Over the past 24 years, our gala continues to increase both in the number of attendees as well as the dollar amount raised. This year we anticipate over 250 attendees living primarily in Andover, North Andover, Haverhill and Lawrence.</p>



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<p>What is the event fundraising goal?</p>	<p>The fundraising goal for the 2018 Be Good gala is \$150,000 gross. This breaks down to:</p> <ul style="list-style-type: none"> <li>• 250 tickets at \$100 each = \$25,000</li> <li>• \$75,000 from live and silent auctions</li> <li>• \$50,000 from sponsorships</li> </ul>
<p>How will the money raised be used?</p>	<p>Tickets to our event cost \$100 per person. After costs of food and supplies of our special event, we will net \$30 per ticket. This donation amount, along with 100% of the proceeds of the silent auction and sponsorships will be used for general operating support of XYZ Organization. General operating support is used to provide rent, electricity, salaries, supplies and whatever else is needed to continue the great work of XYZ Organization.</p>
<p>How will your organization acknowledge the Rotary Club of Andover?</p>	<p>We have tiered sponsorship levels below.</p> <p>\$5,000 Gold Sponsor</p> <ul style="list-style-type: none"> <li>• One Page ad in our program book</li> <li>• Table of 10 to attend the gala</li> <li>• Three mentions on social websites which include over 5,000 followers</li> <li>• Inclusion of logo and/or acknowledgement in any press releases</li> <li>• Logo on invitation mailed to over 5,000 individuals</li> </ul> <p>\$2,500 Silver Sponsor</p> <ul style="list-style-type: none"> <li>• One Page ad in our program book</li> <li>• Table of 10 to attend the gala</li> <li>• Three mentions on social websites which include over 5,000 followers</li> <li>• Inclusion of logo and/or acknowledgement in any press releases</li> </ul> <p>\$1,000 Bronze Sponsor</p> <ul style="list-style-type: none"> <li>• Half Page ad in our program book</li> <li>• Five tickets for individuals to attend the gala</li> <li>• One mentions on social websites which include over 5,000 followers</li> </ul> <p>\$500 Program Book Sponsor</p> <ul style="list-style-type: none"> <li>• Full Page ad in our program book</li> </ul>
<p>List organizations to which you've applied and amount awarded to date</p>	<p>Gold Sponsor – The Spending Bank          Silver Sponsors – Moon Supermarket, The Bald Hairdresser, Ecoli Restaurant          Program Book Sponsor – Marathon Man Dentist, Crooked Accountants</p> <p>We have not heard back from Big Boring Bank, Moms for Equal Beer Organization or Virtual College</p>



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**Budget for event or program to which you are applying**

Activity	Description	Expense	Start Date	End Date
Quiet Area	Furniture – tables and chairs	\$1000.		
Travel	Field trips to local arts and technology centers	\$500.		
Lab Supplies	6 chemistry sets and apparatus (\$40 ea)	\$240		
Art Supplies	Paints, brushes, paper, etc.	\$160		
Promotion	Flyers to distribute in Lawrence schools	\$100		

Sample Application