Grant Application
Rotary Club of Andover
Rev. 11/08/23

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. (For funding for addiction see Andover Cares: http://rotaryandover.org/page/andover-cares-andover-cares-fund)
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, protecting the environment.

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

1. Return on investment (ROI). This is measured by the number of recipients multiplied by the approximate benefit per recipient. Outcomes reached.
2. Nexus to one of the goals enumerated above.
3. Proximity to Andover.
4. Projected project end date and promise to report within 30 days of end.

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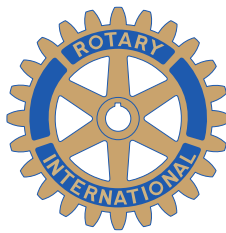
Projects that don't meet one criterion are not necessarily doomed. For instance a sanitation project in Haiti is far from Andover but may offer a huge return on investment as judged by the reduction of disease.

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 Final 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. Subsequent grant requests will not be considered without this Final Report.
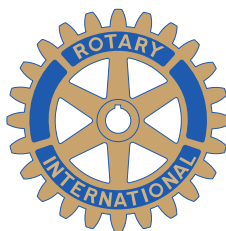
Please send the completed application to AndoverRotaryGrants@gmail.com.

Grant Application

Request Date		Requested Amount	
Organization Name			
EIN Number			
Address			
City		State	Zip Code	
Contact Person		Title	
Phone #		Email Address	
Organization Mission			
Describe target market receiving services and total number of individuals being served.			
End date of project (multi-year?)			
What is the annual operating budget for the entire organization?			
What percentage of your overall budget is used towards programs vs. administration?			
Impact: What are the outcomes you seek and how will you determine if you have met them? (Evaluate in report)			
What interactions has the organization had with the Rotary Club of Andover?			

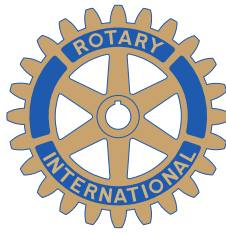Rotary Club of Andover Charitable Trust, P.O. Box 1152, Andover, MA 01810

How will your organization acknowledge the Rotary Club of Andover?	
List organizations to which you've applied and amount awarded to date	

If applying for program support, please answer the below

Explain the area for which you are requesting funding and how many individuals benefit from this project	
What outcomes are you hoping and how will you be collecting data? Use numbers.	
What is the program budget?	

If applying for event sponsorship, please answer the below

What is the date and location of your fundraising event?	
How many years has this event been held?	
How many participants do you anticipate attending?	
What is the event fundraising goal?	
How will the money raised be used, including fees for service?	
If request is not fully funded, how will you fund remainder of the request and how will that affect the outcome?	

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

Budget for program or event to which you are applying

Activity	Description	Expense	Start Date	End Date

Please Note: This grant application is for the current Rotary fiscal year beginning July 1. Due to annual budget adjustments, number of grant requests and unanticipated needs – such as local and global crises – we cannot guarantee grant amounts, nor even grant awards, during subsequent years. In addition, Rotary requires that funds be awarded for specific and measurable activities, not general overhead. A Final Grant Report Form is required for each grant funded. Thank you.

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