

**Rotary Club of Hackensack
P.O. Box 471
Hackensack, New Jersey 07601
2019 Community Grant Application**

Please respond to the following sections of the application succinctly and as simply as possible. Respond on the application itself and limit your response to the space provided. Do not attach supporting documents unless absolutely necessary to support the request for funding. Submit the completed application to the above address by **April 15, 2019**.

_____ I have read and understand the attached grants program guidelines

Name of the Organization _____

Address _____

Email _____ Telephone _____

Contact Person and Title _____

Federal Identification Number _____

The Organization was incorporated in the State of New Jersey in _____ (Year)

Type of Not for Profit Organization: 501(c) 3 _____ Other _____ (Specify) _____.

Is the Organization Registered with the Office of Consumer Affairs? Yes _____ No _____

What is the Organization's Charities Registration Number? _____

What is the organizations annual budget? _____

A. Briefly outline the mission or goals of the organization.

B. Describe the proposed project or program including the objective to be achieved and the *specific way that it will serve residents of Hackensack*.

C. Rotary is a service organization dedicated to community service and the promotion of high ethical standards in business and professional life. How does this project conform to the goals of Rotary?

D. Provide the planned date(s) of implementation (between July 1, 2018 and June 30 2019). Describe the target population to be served by the project and the anticipated number of participants.

E. Provide a list of proposed expenditures and the cost of each. Note that grants will be limited to fifteen hundred dollars (\$1,500) unless there are compelling circumstances.

F. To what extent is the proposed project dependent on the requested Rotary grant? If the proposed project is not funded by Hackensack Rotary will it be implemented using other resources?

*I certify that the above information is, to the best of my knowledge accurate and truthful.

*I authorized the submission of the above project and, if funded, affirm that funds will be used only as proposed.

*I agree that I, or a designee, (a) will attend a meeting of the Hackensack Rotary to accept the grant and
(b) following project implementation to report on the results of the project.

Signature _____ Title _____

Chief Executive Officer

Print Name _____ Date _____

**HACKENSACK ROTARY
COMMUNITY GRANTS PROGRAM**

Originally Approved February 6, 2007

Amended January 4, 2011

Amended February 2, 2016

Amendments September 4, 2018

The purpose of the Community Grants Program is to provide modest grants to nonprofit organizations which have special projects for which they lack sufficient funds. Such nonprofits may be involved in areas relating to the arts, education, religion, human services, health and/or sports. Since Hackensack Rotary is dedicated to community service, grants shall be limited to organizations seeking to serve the needs of the people of Hackensack. The following guidelines shall be used in selecting recipients of grants.

1. Grants shall not exceed one thousand five hundred (\$1,500) dollars unless under special circumstances the board approves a larger grant.
2. The grantee shall be based in Hackensack and/or shall demonstrate that the project to be funded shall serve the specific needs of the Hackensack community.
3. Grant funds may be used to purchase equipment, materials, supplies or contracted services. They may not be used for salaries, rent, the organizations regular operating budget or other such expenses. The purpose of the grant shall be to support the grantee in implementing a special project for which they have insufficient funds. The grant may not supplant other funds available to the organization. The grantee shall be encouraged to seek matching grants from other organizations and shall certify that the proposed project cannot be implemented without the requested grant.
4. An organization shall not be eligible to receive a grant if it has received a grant in each of the previous three years. Such an organization may apply, once again, after a hiatus of one year.
5. The availability of grants under this program shall be publicized via The Hackensack Chronicle, the Hackensack Rotary website, social media and any source available to the Grants Committee..
6. The application shall include the following:
 - a. Identifying data (Name, Address, Telephone Number, Incorporation Status, Contacts).
 - b. Mission statement or description of the organization.
 - c. Description of the proposed project.
 - d. Itemized Budget and the date(s) of project implementation..
 - e. A statement indicating how the proposed project conforms to the objectives of Rotary.
 - f. A pledge to attend a future meeting of the club to report on project implementation.
 - g. The signature of an officer or responsible organizational representative.
6. Funds shall be disbursed to a chosen non-profit organization only after the club has received from the organization a written acknowledgement accepting the grant and an assurance that the funds will be used only as described in the application submitted.