

LONGVIEW GREGGTON ROTARY CLUB

Request Financial Assistance

The Longview Greggton Rotary Club provides grant funding for worthy endeavors within our community. We are deeply committed to service in our community. Members of educational groups and non-profits in the Longview area may submit a request for funds by completing the Grant Application after reviewing the mission statement and grant criteria listed below. Applications and supporting documentation are to be submitted by Jan. 15 to: Longview Greggton Rotary Club, Attn: Club President, P.O. Box 1166, Longview, TX, 75606-1166 or Email: LongviewGreggtonRotary@gmail.com.

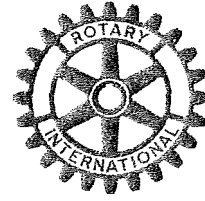
They will be date stamped on the date received. You will be notified no later than March 1; grants will be disbursed before June 30. Applications received after Jan. 15 will not be considered. Please read and understand the section entitled Giving Criteria. Do not submit an application unless it meets the criteria as written. Applications submitted that do not meet the criteria will not be considered. Committee members reviewing the applications may contact an applicant directly with questions; please do not make unsolicited phone calls or emails to committee members.

Mission Statement

The Longview Greggton Rotary Club awards grant funding for community projects that positively impact the community and encourage individual involvement. Grant funding will support nonprofit activities or groups, and efforts that make a significant impact on children, the disadvantaged, and/or those elements of our community not adequately serviced by other avenues of support.

Giving Criteria

1. The funding recipient must be a nonprofit charitable or educational organization; a Section 501(c)(3) IRS tax-exempt organization.
2. The applicant organization must demonstrate growth in programs and financial stability for a minimum of three (3) years. Consideration will be given to start-up organizations with solid references and donor support.
3. Funding requests should be for a specific project, material, or capital equipment. Requests for general financial support may be considered, but only if a project or program will fail or have to be abandoned if this Rotary Club's financial support is unavailable.
4. Preference will be given to requests which:
 - provide for or encourage the involvement of members of this Rotary Club
 - make a significant impact on children, the disadvantaged, or those elements of our community not adequately serviced by other avenues of support
 - are for new projects as opposed to well-funded or well-established projects
 - are for projects in Longview, or that primarily benefit residents of Longview; and
 - are under the direction of a local organization or local affiliate
 - produce sustainable benefits - that is, benefits to the community that continue long after the funds have been disbursed and Rotarian involvement has ended



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5. The Longview Greggton Rotary Club does not generally support or sponsor:

- Individuals
- Tax supported governmental agencies (e.g., fire, police), but will consider special projects
- Organizations or projects outside the greater Longview area
- On-going operating expenses
- Political projects or those that are primarily related to a political cause
- Religious organizations for religious purposes
- Sabbatical leaves or scholarly research
- Travel, tours and trips
- Endowments and debt reduction
- Fundraising events

6. The Longview Greggton Rotary Club requests appropriate recognition of its grants. For example, our club logo could be displayed in an appropriate way on items purchased with grant funds and could be used on media releases and at press conferences. We hope recipients will share their story of success and become examples to others.

7. The Longview Greggton Rotary Club requests the grant recipients consider involving one or more Longview Greggton Rotary Club members in a significant volunteer position.

8. The Longview Greggton Rotary Club requires grant recipients to provide a project progress report during the course of the project in the form of a presentation at a regular weekly lunch meeting of the club. The presentation is to be made by the organization's Executive Director or a board member.

9. The Longview Greggton Rotary Club requests communication with the Club's Board of Directors during the course of the project as needed.

10. The Longview Greggton Rotary Club requests support of the Club's fundraising activities by grant recipients in the form of volunteers and promotion as needed.

11. The Longview Greggton Rotary Club requires grant recipients to provide a written Grant Report and appropriate documentation (receipts, invoices, etc.) detailing the use and results of the grant within 30 days of the project completion. This report is required before subsequent grant requests will be considered.

12. As community needs change, as our Club leadership changes, and as grant recipient organization's funding sources change, the Longview Greggton Rotary Club may not fund the same organizations. Each organization must reapply annually; the club does not guarantee funding for any future years.

13. Requests for support that are recommended for funding by the Grant Allocations Committee are submitted to the Longview Greggton Rotary Club Board of Directors for final approval.

THE FOLLOWING INFORMATION MUST ACCOMPANY THE GRANT APPLICATION

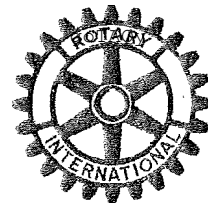
INFORMATION ABOUT YOUR ORGANIZATION

- A brief history, including your mission, goals, and activities/programs
- List of your current Board of Directors and their affiliations
- List your executive staff and their responsibilities
- Your membership, including the number of volunteers, if applicable
- A copy of your Section 501(c)(3) tax-exempt status determination letter from the IRS
- Your most recent year-end financial statements, including IRS form 990, if applicable
- Your budgeted or projected financial statements for the current fiscal year (and future years if you do so)
- Your sources of funding, both current and projected
- Your specific plans for using the proposed granted funds, including what community need you are meeting with such funds

This information can be provided in narrative form. You may provide us information (including financial information) in the same format you used in other grant requests (such as to the City of Longview, United Way, etc.). An independent audit of your financial statements is not required. The above information must be attached to or included with the signed grant application form.

If you have any questions, please submit them in writing to LongviewGreggtonRotary@gmail.com.

**LONGVIEW GREGGTON ROTARY CLUB
GRANT APPLICATION**



BEFORE YOU BEGIN, please review the grant criteria for submitting an application to The Longview Greggton Rotary Club. Please allow up to 90 days for a response after submitting an application. If the grant is awarded, a completed grant report must be received by the Longview Greggton Rotary Club to be considered for future funding.

ORGANIZATION INFORMATION: Include organization name, contact name, title, mailing address, phone, fax, e-mail, and website.
ISTHEORGANICATION A501(C) 3: YES NO
AMOUNT OF GRANT REQUEST: \$ _____
GRANTPURPOSE (summary of project)
TIMELINE FOR PROJECT Start date (MO/YR) _____ / _____ End Date (MO/YR) _____ / _____
DEMOGRAPHIC SERVED: @ Youth @ Disadvantaged @ Underserved Estimated number of people and description of demographic served:
HOW DOES YOUR PROJECT MEET THE GRANT CRITERIA?
HOW WILL YOUR ORGANIZATION MEASURE THE IMPACT OF YOUR PROJECT?
HOW DOES YOUR ORGANIZATION INTEND TO RECOGNIZE THE LONGVIEW GREGGTON ROTARY CLUB?
WHEN THIS FUNDING ENDS, HOW WILL YOUR PROJECT HAVE A LASTING IMPACT?

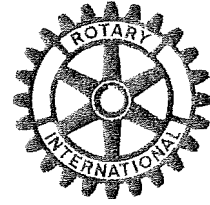
By completing and submitting this application, this organization agrees to submit a grant report to the Longview Greggton Rotary Club within 30 days of the project completion date.

Date: _____
Date: _____

Executive Director: _____
Board Chair: _____

**LONGVIEW GREGGTON ROTARY CLUB
GRANT REPORT**

Please submit this report with supporting documentation (photos, invoices, receipts, press release, etc.) within 30 days upon completion.



ORGANIZATION INFORMATION: Include organization name, contact name, title, mailing address, phone, fax, e-mail, and web site, if applicable
AMOUNT AWARDED: \$
GRANT PURPOSE
HOW DID YOUR PROJECT MEET THE GRANT CRITERIA?
DESCRIBE THE IMPACT OF YOUR PROJECT
PLEASE ATTACH PERTINENT DOCUMENTATION AND DESCRIBE HOW YOU RECOGNIZED THE LONGVIEW GREGGTON ROTARY CLUB
HOW WILL YOUR PROJECT HAVE A LASTING IMPACT?

Date: _____ Executive Director: _____
Date: _____ Board Chain _____