

Wilbur Smith Rotary Club

Funding Application Guidelines and Application

1. Applicants must have a non-profit status with the IRS.
2. Applications may be submitted at anytime, however, the Wilbur Smith Grant Committee reviews applications in the months of November and March, with awards announced the following month.
3. Applications can be found electronically via the Wilbur Smith Website.
4. Supporting Documentation may be scanned and attached or faxed.
5. The Wilbur Smith Rotary club does not fund general operating expenses.
6. Applications from faith based agencies will be considered, however, should funding be granted, the agency must execute written assurances the awards will be used for non-religious activities.
7. Preference will be given to agencies requesting funds for specific projects.
8. Measurable accomplishments will be required in all application.
9. No applicant will be considered for an award in two consecutive years.
10. The Wilbur Smith Rotary Club may publish funding priorities for each year. These will appear on the website.
11. The decision of the Wilbur Smith Rotary Club is final.
12. By submitting the application, the agency provides the Wilbur Smith Rotary Club permission to use its name and likeness in any press release.

Application Process

13. Download the application from the Wilbur Smith Rotary Website (www.texarkanarotary.org)
14. Be sure to complete all of the information on Page 2 of this application.
15. All grant requests should be submitted in writing, and proposals should include the following:
16. A clear description of the project for which funds are being requested, including program goals and objectives, documentation of need and expected outcomes.

17. A brief background on the proposing organization or agency.
18. A detailed expense budget for the project indicating how the funds would be spent and over what time period.
19. An income statement showing other sources of project support, public and/or private, which have been or will be solicited, including a statement of funds that have been received or pledged to date.
20. A financial plan showing how the project will be supported beyond the grant period.
21. The organization's current board of directors and their titles and terms of office.
22. A copy of the organization's most recent 501(c)(3) or other tax-exempt ruling from the IRS.
23. The organization's most recent certified audit or audited financial statement, where applicable.
24. Proposals should be submitted by mail to the following address:

Attention: Wilbur Smith Grant Review Committee

P.O. Box 1341

Texarkana Texas, 75504

Wilbur Smith Rotary Club Funding Application

First and Last Name: _____

Title: _____

Company/Organization Name: _____

Physical Address: _____ Email: _____

Mailing Address: _____ Phone: _____

City / State / Zip: _____ Fax: _____

Web Site: _____

Is the Agency a Non-profit? ___ If YES, How Long? ___ Fed Tax ID # _____

Approximate Annual Budget: _____ How much funding are you requesting? _____

Mission: _____

Project Title and Description: _____

Other Information You Wish to Share About This Project: _____

Please Prioritize Three (3) Projects that your organization wishes to accomplish within the next five (5) years:

Explain how these projects will address unmet needs: _____

Do you have data to substantiate these needs? _____ If YES, please give sources and examples:

Can these unmet needs be met through other existing programs or services? If not, then why not? Are there other service organizations responsible for meeting these needs? _____