



Chickasha Rotary Club Grant Application and Guidelines

The Chickasha Rotary Club is pleased to consider grant requests to benefit worthwhile community activities and/or programs from local nonprofit organizations. Please confirm that your request meets the following guidelines before completing the application.

- Grant applications may be submitted at any time during the Rotary year and will be reviewed and acted upon at the next regularly scheduled Rotary Board meeting.
- Grant applications should not exceed \$2,000.00, except in extraordinary circumstances, and funds will be awarded based on availability subject to board approval. The Rotary board, at its discretion, may grant less than the amount requested based on total funds available, the number of applications received, and past performance of the grantee.
- Applicants must obtain a Rotary member's sponsorship of the request with a signature required on the grant application.
- Additional support material and/or cover letter about the organization and its projects may be included.
- Grants are not automatically repeated; an application needs to be submitted within each fiscal year for which a grant is needed. The Rotary fiscal year is July 1 to June 30.
- Generally, a sixty-day notice is preferred for any request.
- Recipients will be expected to issue a follow-up report and/or oral presentation at a regular Rotary meeting regarding the effect of the Rotary's grant, to the extent feasible that includes receipts, photographs, and the like.
- Recipients are encouraged to acknowledge the Chickasha Rotary Club in their publicity.
- Grant applications must be emailed to the Club President or Secretary of the Chickasha Rotary Club; email address is listed on the bottom of the grant application.
- Grantees will be invited to attend a Rotary lunch meeting to receive their grant funds and if they are unable to attend their funds will be mailed.



Name of Organization: _____
Organization Contact: _____
Phone: _____ Email: _____

Chickasha Rotary Club Grant Application

1. **Chickasha Rotary Club Member Sponsor:** _____
2. **Project Funding:**
 - a. Amount of Grant Requested: \$ _____
 - b. Funds from other sources, if any \$ _____
 - c. Total Project Cost \$ _____
3. **Project Description:** *(Describe the need and object of the project in the space below. Attach additional sheets if necessary)*

4. **Project Start Date:** _____
5. **Estimated Completion Date:** _____
6. **Project Impact:** *(How it will improve the community and/or the lives of those involved)*

7. **Non-Financial Rotarian Involvement:** *(How will Chickasha Rotary Club members actively participate beyond providing project financial resources?)*

- 8. **Publicity:** (Plans to ensure that Rotary receives appropriate community recognition)

- 9. **Cooperating Organizations:** (Names of any other organizations and their roles in the Project)

- 10. **Budget:** (Detailed itemized budget for all funds requested—add additional sheet if necessary)

11. **Reports and Accountability:** The undersigned requestor understands that he/she is personally responsible for accounting for all funds granted by the Chickasha Rotary Club and that all funds will be spent in accordance with the above budget. Should there be a need to make a change to the budget during the course of the project; the undersigned will immediately notify the board prior to any actual change. The undersigned agrees not to commit the Chickasha Rotary Club for any monies beyond those granted in accordance with the submitted budget. Within one month of the project completion, the undersigned will submit to the Rotary Board a budget line item financial report as well as a written project completion report and will not be eligible for future grants until completed. Grantees may be asked to give a brief account of funds at a regular Chickasha Rotary Club Thursday lunch meeting.

Authorized Organization Representative:

Printed Name	Signature	Date
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Chickasha Rotary Club Member Sponsor:

Printed Name	Signature	Date
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Please email the completed application to Ann Manchester <amanchester@bankfnbt.com>, Club Secretary.