

Club Grant 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.

1. Grant applications are accepted on a rolling basis. Once received, the application will be considered by the club's Board of Directors at the next monthly meeting.
2. Grants are not inherently awarded on a repeating basis. If an applicant is seeking funding for an annual project, an application must be submitted each fiscal year (July 1–June 30).
3. Generally, a sixty-day notice is preferred for any request.
4. Grant applications should not exceed \$2,000, except in extraordinary circumstances, and funds will be awarded based on availability and Board approval. The 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.
5. Applicants must obtain a Rotary member's sponsorship of the request, verified by their signature on the grant application.
6. Additional support material and/or cover letter about the organization and its projects may be included, but is not required.
7. 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.
8. Recipients are encouraged to acknowledge the Chickasha Rotary Club in their publicity.
9. Recipients will be invited to attend a Rotary lunch meeting to receive their grant funds in person as well as for a ceremonial check presentation. If they are unable to attend, their funds will be mailed.

If you have any questions, contact Treasurer Matt Brooks at the email below.

You may submit your application via the following methods:

By email:

Matt Brooks, Treasurer
matt@chickashaedc.com

By mail:

Rotary Club of Chickasha
Attn: Club Treasurer
P.O. Box 115
Chickasha, OK 73023

Updated September 2025



Club Grant Application

Applicant Organization

Organization Name: _____

Name of Contact: _____

Phone: _____ **Email:** _____

Sponsoring Rotarian: _____

Applications must be sponsored by a member of Chickasha Rotary.

Project Application

1. Project Funding:

- a. **Amount of Grant requested:** \$ _____
- b. **Funds from other sources, if any:** \$ _____
- c. **Total project cost:** \$ _____

2. Project Description:

Describe the need and object of the project in the space below. Attach additional sheets as necessary.

3. **Project Start Date:** _____

4. **Estimated Completion Date:** _____

5. **Project Impact:**

How will this project improve the community and the lives of those involved?

6. **Cooperating Organizations:**

Will any other organizations or entities be involved? If so, how?

7. **Budget:**

Please give an itemized list of how grant funds will be used. Attach additional sheets as necessary.

Club Involvement & Impact

8. Additional (Non-financial) Rotarian Involvement:

How can Rotarians actively participate in this project beyond providing financial support?

9. Publicity:

How will the club and/or its members be recognized for their contribution?

10. Reporting 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 submitted 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.

Authorized Organization Representative:

Printed Name

Signature

Date

Sponsoring Rotarian:

Printed Name

Signature

Date

Follow the instructions on Page 1 to submit your completed application.