



Effective February 01, 2023, for the 2023-2024 Rotary Year

The Rotary Club of Kirkville – Thousand Hills will give a grant to one non-profit organization in Adair County, Missouri to allow for the completion of a project that addresses and responds to human need. This is made possible by our successful Reverse Raffle fund raising event which is held annually in April. The 2023-2024 grant winner will be announced in person at the Reverse Raffle event at the Moose Lodge in Kirkville on April 15, 2023.

The board of Rotary Club of Kirkville – Thousand Hills will:

1. allocate funds for the grant annually based on the success of the previous year's Reverse Raffle;
2. promote grant availability;
3. develop and distribute criteria/applications/final report documents;
4. accept and review applications – applications due no later than March 31, 2023;
5. determine the winning application and award the grant to the winning organization;
6. receive and review the final report of the winning organization within two months after the project is complete or by March 31, 2024 – whichever comes first;
7. announce the winner of the 2023-2024 grant at the Reverse Raffle in 2023; and
8. announce the results of the previous year's winning project at the Reverse Raffle annually.

Important dates in 2023-2024:

- MARCH 31, 2023 – To be eligible for consideration an organization must complete an application form by this date. Applications will be submitted via google form at this web address: <https://forms.gle/MR52rnqz3XM9AHn3A> Questions, concerns, or issues with the online form can be addressed by emailing [bonnell.courtney@gmail.com](mailto:bonnell.courtney@gmail.com).
- APRIL 15, 2023 – The winning organization will be announced and the grant will be awarded.
- MARCH 31, 2024 – The project final report must be submitted to the Board of the Rotary Club of Kirkville – Thousand Hills.

Grants must meet the following requirements:

1. Area of Focus. A grant project must be humanitarian in nature and benefit a community need in one of these areas of focus:
  - a. Peace and Conflict Prevention/Resolution;
  - b. Disease Prevention and Treatment;
  - c. Water and Sanitation;
  - d. Maternal and Child Health;
  - e. Basic Education and Literacy;
  - f. Economic and Community Development; and/or
  - g. Environment.
2. One application per organization will be accepted.
3. The maximum grant award is \$4,000.
4. The impact of the project should be sustainable, i.e. the impact or benefits continue after the project is completed.



Effective February 01, 2023, for the 2023-2024 Rotary Year

5. If the grant is to benefit a previously supported beneficiary, the application should explain how the grant enhances the outcome of earlier grants.
6. Sweat Equity – The project should have a “sweat equity” component; it is expected that organization members participate in a hands-on activity related to the grant topic as part of the project. Planning, fundraising, and publicity are not considered sweat equity.
7. Grant funds cannot be used solely as financial contribution to the beneficiary/recipient. Partnerships with other organizations are permitted but grant monies must remain under the control of the recipient organization so that receipts, invoices, and bank statement copies are available for inclusion with the final report.
8. Grants may not be used for employee salaries or rent.
9. Expenses incurred before the awarding of the grant are ineligible for reimbursement.
10. Failure of the organization to submit a final report by March 31, 2024, may result in being ineligible to receive a grant the following year.

The Rotary Club of Kirksville – Thousand Hills reserves the right to reject any and all applications.



Effective February 01, 2023, for the 2023-2024 Rotary Year

DATA REQUIRED TO COMPLETE THE ONLINE COMMUNITY / HUMANITARIAN GRANT APPLICATION  
FORM

ONLINE FORM LINK: <https://forms.gle/MR52rnqz3XM9AHn3A>

DUE: MARCH 31, 2023

Name of the Adair County Missouri Nonprofit Organization:

Address:

Contact Person:

Title:

Telephone Number:

Email Address:

Project Start Date:

Estimated Completion Date:

Estimated Project Cost:

1. Briefly describe the project, its location, and objectives. The grant may fund a specific part of a larger project. If so, briefly mention the overall project, but focus on the grant funded portion.

2. Describe how the project will benefit the community and improve the lives of beneficiaries. The project must meet a community/humanitarian need. The project must fit into one of the seven "Areas of Focus" listed in the grant application instructions.

3. Describe non-financial participation of organization staff or volunteers in the project. The project should include a "sweat equity" component. Planning, fundraising, and publicity are not considered sweat equity.

4. Attach an itemized budget. Include previous invoices, price sheets or other evidence of researched cost estimates for the project. If the grant is funding a specific part of a larger project, the budget should solely reflect the part of the project funded by the grant.