

## **Rotary Club of Falmouth**

### **Instructions for Grant Application Form Fiscal Year 2024-2025**

In order to be eligible to receive a grant, it is necessary that this form be completed and that **a copy of your determination letter from the Internal Revenue Service granting your organization status as a 501(c)3 tax exempt organization be included** with your response. You are free to provide your answers on a separate sheet of paper.

- D Please type and single-space all proposals.
- D Please answer all of the questions in the order listed.
- D Please use headings as provided.
- D Please submit only one copy.
- D Please do not include any materials other than those specifically requested at this time.
- D Please do not send videotapes or DVDs.

In order to allow the Rotary Club of Falmouth Board of Directors sufficient time to review and evaluate all grant requests, we require that your grant request be submitted to us **NO LATER THAN DECEMBER 1, 2024**

Please return the completed application to:

**Amy Wyman**  
[ajcaspersen@gmail.com](mailto:ajcaspersen@gmail.com) (preferable)

**or alternatively,**  
**C/O Amy Wyman**  
**P.O. Box 293, Falmouth MA 02541.**

Our Board of Directors will meet during the month of December and make recommendations to the Board of Directors. Notification of the Board of Directors' decisions are communicated to the organizations which have submitted grant proposals shortly after that meeting, usually late December, and grants will be awarded in late January.

Rotary Club of Falmouth  
c/o  
Amy Wyman  
ajcaspersen@gmail.com  
(preferable}  
or  
P.O.Box 293, Falmouth MA 02541

Grant Application Form for Fiscal Year 2024- 2025  
Grants

- I. PROPOSAL SUMMARY: one page maximum  
Please summarize in a short paragraph the purpose of your organization. Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.
- II. NARRATIVE: Two pages maximum.
- A. Background – Describe the work of your organization, addressing each of the following:
1. A brief description of its history and mission.
  2. The need or problem that your organization works to address.
  3. Current programs and accomplishments. Please emphasize the achievements of the recent past.
- B. Funding Request -Please describe the program for which you are seeking funding.
1. A statement of its primary purpose and the need or problem the project will address.
  2. The population that you plan to serve and how this population will benefit from the project.
  3. Anticipated length of the project.
  4. Describe how the project contributes to your organization's overall mission.
- iii. Financial Information
1. Your 2022 FINANCIAL STATEMENTS, to include a balance sheet as well as a statement of income.

The Rotary Club of Falmouth, Cape Cod  
c/o  
Amy Caspersen Wyman

ajcaspersen@gmail.com (preferable)  
or  
P.O.Box 293, Falmouth MA 02541.

## Grant Application Form for Fiscal Year 2024/2025

Grants Date of Application: \_\_\_\_\_

Prerequisite. Does your organization have IRS 501(c) 3 not for profit status?  
(yes or no): \_\_\_\_\_

If not, we cannot make a grant. If yes, please attach a copy of your IRS  
Determination Letter. Its submittal IS A PREREQUISITE to a review of your  
application.

1. Name of organization to which the grant would be paid. Please list exact legal name.

\_\_\_\_\_

2. Purpose of grant (one sentence).

\_\_\_\_\_

\_\_\_\_\_

3. Address of organization:

\_\_\_\_\_

Telephone **number**: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail **address**: \_\_\_\_\_

4. Name of Executive Director:

\_\_\_\_\_

Contact person and title (if not executive director):

\_\_\_\_\_

5. Please provide a brief description of the general purpose of this organization.

\_\_\_\_\_

\_\_\_\_\_

6. Grant request amount: \$ \_\_\_\_\_

Please be advised that your application is one of many submitted to the Rotary Club of Falmouth and that it is impossible to promise that your organization will be the recipient of the desired grant. Your application will receive due consideration by the Rotary Club of Falmouth Board of Directors and their decision will be final.

In the event that a grant is awarded, the recipient of the grant promises to use the funds only for the purpose described in this application. If the grant recipient does not utilize the grant funds within 12 months of a grant approval, the Rotary Club of Falmouth reserves the right to reallocate the grant funds to other grant applicants.

Signature:

\_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_