

# Rotary Club of East Cobb



Marietta, GA

## Dog Days Run Application for Funding

Application Due Date: **November 15, 2016**

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The Rotary Club of East Cobb organizes an annual “Dog Days” 5k run ([www.dogdaysrun.com](http://www.dogdaysrun.com)) to raise money and awareness for non-profit charitable organizations that have an impact on our local community. Funds are raised through the generous support of our race sponsors and through run registration fees.

For more than 30 years, East Cobb Rotary has supported many charitable causes and service projects on the local, national and international levels. As our primary fundraiser, the Dog Days Run helps our club continue and increase the efforts of our benefitting non-profits.

Financial assistance is limited and not every applicant will receive funds. In order to be considered for financial assistance, your organization must submit the accompanying Application Form by the Application Due Date (specified above). **Please complete all sections of the application** and attach additional pages as needed.

For assistance in completing the application, please contact your sponsoring Rotarian or send an email to [grants@eastcobbrotary.com](mailto:grants@eastcobbrotary.com).

**Interested in Rotary?** Our club meets every Wednesday at the Indian Hills Country Club, 4001 Clubland Drive, Marietta, GA 30068 from 7 a.m. to 8 a.m. You can also learn more about our club online at [www.EastCobbRotary.com](http://www.EastCobbRotary.com). As our membership grows, so does our ability to impact our community. We welcome visitors and encourage you to mention our club to people who exemplify our motto of “SERVICE ABOVE SELF.”

# Guidelines for Completing this Application

## **STEP 1. Provide general information about your organization**

## **STEP 2. Choose a project that meets the following guidelines**

The Dog Days financial assistance awarded should be used for a specific project or program within your organization that involves educational and/or humanitarian activities. Typically, we fund activities such as:

- Projects involving an investment in people to create measurable and enduring economic improvement in their lives and our local community (*e.g.*, reducing poverty, creating opportunities for productive work, providing greater access to financial services for the poor and so forth)
- Initiatives to ensure local residents have sustainable access to basic education and literacy (*e.g.*, increasing adult literacy in our local community)
- Projects focused on improving maternal health and reducing child mortality and morbidity rate (*e.g.*, improving access to essential medical services)
- Projects designed to provide access to safe drinking water and basic sanitation
- Projects designed to prevent disease and promote health (*e.g.*, enhancing the health infrastructure of our local community)
- Projects that involve the training, education and practice of peace and conflict prevention and resolution (*e.g.*, educating youth on preventive measures to avoid conflict)

These activities are based on Rotary International's areas of focus. These areas reflect critical humanitarian issues. More information on these areas are available online [here](#). We prefer that any financial assistance awarded does not fund operating, administrative, or indirect program expenses of your organization or another organization.

## **STEP 3. Write a description of your project**

Describe the project, its objectives, and how they will be attained. Include the anticipated start date and completion date. Attach additional pages if needed.

## **STEP 4. Provide Detailed Project Budget**

Provide a list of service or items that will be supported by any financial assistance received with the cost of each. Below is an example of a detailed budget.

<b>Item EXAMPLE</b>	<b>Cost per item/service EXAMPLE</b>	<b>No. of items/ services</b>	<b>Total EXAMPLE</b>
Veteran Assistance	\$600 avg. for each veteran	3 veterans served	\$1,800.00

**STEP 5. Provide contact information for person who our club will present the check to.**

**STEP 6. Review and initial that you have met the requirements for funding.**

**STEP 7. Submit completed Application by application deadline**

## Application for Funding YR 2016-17 Rotary Club of East Cobb

### STEP 1. General Information

1. Organization Legal Name	2. State of Incorporation/Organization
3. Year Founded	4. No. of Employees
5. Has the organization received grant money from us before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
6. If yes to Q5, what year did you last receive money from us?	
7. Principal Office Address ( <i>Street Address, Apt. Number, City, State, and Zip Code</i> ):	
Should we send correspondence here? <input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Address for Correspondence ( <i>Street Address, Suite Number, City, State, and Zip Code</i> ):	
(If "No" was checked in question 3 above)	
9. Office Telephone:	10. Name of Sponsoring Rotarian
11. Tax ID:	12. Non-profit 501(c)(3)? <input type="checkbox"/> Yes <input type="checkbox"/> No
13. Do you operate in Cobb County? <input type="checkbox"/> Yes <input type="checkbox"/> No	14. Amount or range of dollars requested:
15. Charity Mission or Purpose	
(Attach separate page, if needed)	
16. Are members of your organization willing to support our annual Dog Days run? <input type="checkbox"/> Yes <input type="checkbox"/> No	
17. If yes to Q16, in what capacity are you willing to help? <input type="checkbox"/> Volunteer on the day of the event <input type="checkbox"/> Promote the event to your contacts <input type="checkbox"/> Advertise the event on Facebook or other social media <input type="checkbox"/> Put out promotional signage <input type="checkbox"/> Other (Please describe directly below)	
18. May we contact you next year to arrange for the support you identified in Q17? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please also attach (1) the Tax Exempt letter from the IRS; and (2) the most recently filed 990 tax return, with all schedules.



**STEP 4. Provide Detailed Budget**

Include an itemized budget for how you expect to use any financial assistance received. Attach a separate sheet if needed.

Item/Service Description	Cost per item/service	No. of items/services	Total
			\$
			\$
			\$
			\$
			\$
		<b>Total</b>	\$

**STEP 5. Contact Information for Person Check should be presented to:**

If financial assistance is awarded to your organization, then we will present a check at our regularly scheduled Wednesday morning Rotary meeting. This meeting is usually scheduled for February or March of following year and runs from 7 a.m. to 8 a.m. Once we finalize the date, then we will reach out to the person below with the necessary information. We expect at least one representative of the organization to appear for this meeting and receive the check. This person will be asked to say a few brief words about the organization and how this financial assistance will make an impact.

1. Name	2. Title
3. Telephone (Direct) Call this number? <input type="checkbox"/> Yes <input type="checkbox"/> No	4. Telephone (Work) Call this number? <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Email Address:	

**STEP 6. Review and initial requirements for this Application.**

This application must include:

<input type="checkbox"/> _____ (initial) I have attached the Tax Exempt letter from the IRS.
<input type="checkbox"/> _____ (initial) I have attached the most recently filed 990 tax return.
<input type="checkbox"/> _____ (initial) I have completed all steps of this application fully and completely.

**STEP 7. Mail or Email Application to: (Email preferred):**

<p><b>Attention: Grant Chair</b>  P.O. Box 72081  Marietta, GA 30007-2081  <a href="mailto:grants@eastcobbrotary.com">grants@eastcobbrotary.com</a></p>
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**NON-PROFIT ORGANIZATION**

By: \_\_\_\_\_  
*(Signature)* Date

Name: \_\_\_\_\_

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