Community Grant Application

Instructions for Completing the Application

Please complete this fillable pdf form. Then scan (or otherwise combine) and submit the following support materials with your application in **ONE** pdf attachment:

(Preferably in this order):

1. The application;
2. Your determination letter from the IRS with your organization's tax ID number;
3. A list of any members of your organization or board who are also members of the Rotary Club of Omaha; and
4. For grants above $1,000, the applicant organization should provide a simple profit/loss and balance sheet for the last two years. Please do not include your entire financial statement.

Please do not submit additional materials (articles, brochures, testimonials, etc.) that are not specifically requested in this Application form.

Email the **ONE** completed pdf attachment to grants@omaharotary.org. Please do not include multiple attachments with your email submission. Include all documents in one pdf attachment.

Organization Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Website: _____

Executive Director: _____

Contact Person and Title: _____

Application Date: _____

1. Overview of grant request
   a. Amount requested: _____

   b. Purpose of grant (one sentence)

2. Tell us more about your organization
   a. Mission/Vision

   b. The needs, problems or opportunities that your organization addresses

   c. Current programs and services

   d. Population served by your organization

   e. Additional information about your organization (optional)

3. Information on past grant request
   a. Have you received funding from the Rotary Club of Omaha, its committees or the Omaha Downtown Rotary Club Foundation in the past? ____ No   ____ Yes (if yes, please describe)

   b. Have you been turned down for funding in the past from the Rotary Club of Omaha or any of its committees in the past? ____ No   ____ Yes (if yes, please explain)

   c. Have you worked with any other Rotary Club in the past on a project for your organization? ____ No   ____Yes (if so, what project(s) and when)

4. Information about your current grant request
   a. How will the funds be used?

   b. What is the intended outcome of this project?

   c. How does this project meet community needs?

d. In what way, if any, is this a new effort?

e. Does anyone else provide these services in your community?

5. Collaborating organizations
    a. If applicable, what other organizations are collaborating on this project?

    b. What are your other sources of funds, if any, for this project?

    c. Are matching funds a possibility? __ No __ Yes

    d. Is this project dependent upon full funding of this grant request? __ No __ Yes
        (If not, describe how the project would be scaled back if funds awarded are less than requested.)

6. Timeline and Sustainability
    a. What is the timeline for implementation?

    b. How will this project be funded and sustained in the future?

7. Visibility of the Rotary Club of Omaha
    a. Is this project one that Rotarians would be able to volunteer for/participate in?

    b. Describe how the Rotary Club of Omaha will be featured in your publicity regarding this project.

About the Omaha Downtown Rotary Club Foundation

The **Omaha Downtown Rotary Club Foundation** is a non-profit organization with the purpose of carrying out community service projects for the Rotary Club of Omaha. The Club Foundation is focused on community grants emphasizing:

- **educational opportunities**
- **veteran services**
- **senior citizens**

Community Grants are made in the Omaha/Council Bluffs metro area (Douglas County and immediately adjacent counties in Nebraska and Iowa). Grant requests must be at least $500. Priority is given to specific projects.

Community Grants

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise. To that end, members of the Rotary Club of Omaha have generously donated funds to the Omaha Downtown Rotary Club Foundation as a means to award grants to eligible organizations.

Applicants must be organizations described in Section 501(c)(3) of the Internal Revenue Code and have a written ruling (determination letter) from the IRS that they also qualify under Section 509(a)(1), (2), or (3) of the Code (publicly supported organizations and their affiliates).

There is one grant cycle each year beginning Feb. 1. The deadline for applications is midnight on March 31st of the grant year. Applicant organizations can expect to learn the outcome of their request by mid-July and a representative of the organization is expected to attend a Rotary Club of Omaha weekly meeting for the awarding of their grant, normally sometime in August. In addition, for grant recipients, your attendance at a subsequent club meeting and a brief report detailing how funds were used is encouraged and welcomed.

Applications should be submitted electronically as indicated on the application form.

If you have questions, please email them to grants@omaharotary.org.