

GRANT REQUEST APPLICATION

Rotary is a global network of 1.4 million neighbors, friends, leaders, and problem-solvers who see a world where people unite and take action to create lasting change – across our globe, in our communities, and in ourselves.

Rotary Club of Houghton Foundation, Inc. Purpose:

Generally, the purpose of this Corporation is to make contributions to, and aid and support charitable organizations and charitable activities designated by the Rotary Club of Houghton, Michigan in a manner consistent with Section 501(c)(3) of the Internal Revenue Code.

More specifically, the purposes of this Corporation include, but not limited to:

- Facilitate charitable activities of the Rotary Club of Houghton, Michigan;
- Provide a tax qualified entity to receive and retain contributions, and to aid and support charitable organizations and charitable activities;
- Promote or establish grant programs for education related programs and non-profit organizations;
- Support endowment funds that may be established in perpetuity allowing them to grow from gifts and bequests, and distribute income to promote charitable activities; and
- Create and maintain accounts that are not perpetual and distribute the funds in the accounts for charitable purposes

Grants are not limited to, but may be awarded based on:

- Significance – Projects of size, within the means and purpose of the Foundation.
- Impact – Projects that will make a noticeable impact on the quality of life of community members and/or enhance/develop an important aspect of the community.
- Sustainable – Projects that are sustainable, the direct benefit extending beyond one year, at a minimum.
- Mission of Service – Projects that enhance the image and identification of Houghton Rotary Club, both internally and externally, align with the Club’s annual plan/goals, and give club members opportunities for meaningful service.

Qualifications:

Grants will be awarded based on their alignment with the purpose of the Rotary Club of Houghton Foundation, Inc. Examples include Section 501(c)3 organizations, churches, schools, NGOs (non-governmental organizations), and other Rotary Clubs. Grants will not be made directly to individuals. With few exceptions, grants will not be made to cover regular operating expenses of an institution or organization (i.e., building maintenance, utilities, salaries). Grant funds cannot be used for political or religious purposes.

Process:

A representative from the Organization shall be the Contact Person for the purpose of this request. Ideally, the Contact Person shall not be a Houghton Rotary Club Member or a Houghton Rotary Club Foundation Board Member.

All applications will be reviewed the Houghton Rotary Club Foundation Board of Directors at its regularly scheduled meetings. The Board may request that the Contact Person be present at a Board meeting to discuss the application.

Once the presentation portion of the request concludes, the Contact Person and any other representatives of the Organization, including Club Member or Board Member acting as a representative of the Organization, are dismissed from the meeting.

The Board will then discuss the merits of the request and reach a decision. The Organization's Contact Person for the application will be notified of the Board's action.

Grant Application Deadline: Grants may be awarded throughout the year. Complete grant applications will be considered by the Houghton Rotary Club Foundation Board at least quarterly.

Approved Grants:

- Upon acceptance of grant funds, the Organization will be required to submit a written report within 12 months of the date of the grant outlining specific measurable outcomes of the project. Failure to report within the time prescribed will deem the organization ineligible to apply for future Foundation grants. The Organization may also be asked to present a project update to the Rotary Club Members at a regularly scheduled Rotary lunch meeting.
- The report will include:
 - Impact on the Community
 - Impact on Project participants
 - Number of participants served with grant funds
- The organization agrees to use the Houghton Rotary Club Foundation name and/or logo on its website and in the project printed marketing materials, recognizing HRCF as a donor or sponsor.

Grant Submission: Send completed grant application to: Houghton Rotary Club Foundation, P.O. Box 102, Houghton, MI 49931.

GRANT REQUEST APPLICATION

CONTACT INFORMATION = Legal Name of Entity or Organization (name used filed as a Corporation).

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- Date last IRS 990 tax form filed, if applicable: _____
 - Tax Identification Number (EIN) and attach a copy of the IRS tax exemption letter to this application, if applicable.

 - Project Name: _____
 - Organization Director/President: _____
 - Project Contact Person: _____
 - Address: _____
 - Phone: _____
 - Email: _____
 - Website: _____

PROJECT DESCRIPTION AND PURPOSE:

Please provide a description of the project for which grant funds are requested. Limit the description to 250 words and attach additional supporting documents if needed.

Include the following:

- Please explain how this project will benefit and/or impact the local community or international community.
- Please explain how this project will benefit and/or impact the project participants.
- Describe how the project supports the Club's annual plan, goals and mission. (see Statement of Annual Goals).
- Projects dates.
- Estimated number of project participants.
- Number of Volunteers required for project.
- Please explain how Rotary can help other than financially.

SUSTAINABILITY:

- Please explain how this project will be sustained or have a lasting reach beyond this grant award. Include steps that will be taken to accomplish objectives/plan and timetables. - (100 words or less).
- If grant funds are not received, how will this impact the project? (100 words or less).

PROJECT BUDGET:

- Please provide a project budget which includes detailed projected income & expenses.
- Attach your Organization's year-end financial statements for the most recent 2 years.

AVAILABLE RESOURCES:

1. Please list estimated available financial resources (including matching fund incentives) from other sources of funding.
2. List all Community partners involved in this project.
3. If applicable, please also list any sources which have denied Organization's request for funds to support this project.

LIABILITIES:

Is the organization currently involved in any ongoing litigation, notices of claims, or anticipated claims against the organization? ____ NO ____ YES (check one)

If so, please describe.

HOUGHTON ROTARY CLUB FOUNDATION GRANT REQUEST: \$ _____

DATE BY WHICH FUNDS ARE NEEDED: _____

By Signing and submitting this application, I (the undersigned) certify that I am an authorized representative of the applicant organization, that I have reviewed and verified the accuracy of the information submitted, and that it is true and correct to the best of my knowledge. I understand that any misrepresentation of information or failure to disclose information requested as a part of this application process may be grounds for recapture of grant funds awarded.

Signed by: _____

Title: _____

Houghton Rotary Club Sponsoring Member:

Sponsor's Phone #: _____



ATTACHMENTS TO APPLICATION (checklist):

- 501(c)3 IRS Letter of Tax Exempt Status (if applicable)
- 2-years (most recent) Organization's Year-End Financial Statements
- Project Budget
- Supporting Documents, if applicable
- Letters of Support, if applicable