

**GRANT APPLICATION FORM**

Organization Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street City State Zip

Contact Person’s Name & Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title and Brief Description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Geographic Area to be Served \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Group to be Served \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Clients to be Served \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated project period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Request: \_\_\_\_\_ Local \_\_\_\_\_\_ National \_\_\_\_\_\_ International

Total project budget \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested from Eden Prairie Rotary Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional funding sources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Sponsoring Rotarian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICATION CONTENT**

**A. Cover Page** Completed Grant Application Form

1. **Program Narrative**
	1. Proposed Service (1/2 page max.)
		* The service, its goals and the organization’s philosophy about the service
		* How the community will benefit from the service
		* How you plan to implement the project
	2. Need & Target Population
		* Provide evidence of the need for this service locally, nationally or internationally
		* What are the problems that this project will try to solve?
		* Clientele
		* Number of clients to be served by grant
	3. Coordination
		* Who else in the community is working to meet this need?
		* How will you coordinate with them?
		* What kind of local support is there for the project?
	4. Financial Support
		* Give a brief history of the organization
		* Include a project budget
	5. Goal/ Outcomes
		* What goals or outcomes do you hope to achieve at the completion of the project?
		* How are these goals/ outcomes evaluated and measured?
	6. Future Support
		* How will this project be financed in the future?

Please include the following information with your grant request:

 A copy of your 501(c)3 Certification Letter

 A List of Current Officers, Board Members and Key Staff

   Other brochures or marketing material, if available.

**Procedure for submitting, evaluating and grant requests for support from Rotary:**

1. All grant requests must be submitted on the Eden Prairie Rotary Club grant application form. As your grant is being considered, you may be contacted for additional information.
2. Requests for grants may be submitted at any time but are reviewed twice a year by the Grant Committee. If you would like to be considered for a Dec. grant, the request must be received by Nov. 15 and for a June grant, the deadline is May 15.
3. Criteria used in considering applications consider the Rotary 4 Way Test, ratio of amount to numbers served, balance of local/ regional/ international grants, hands-on involvement by Rotarians, and number of years of consecutive funding
4. Grant applications should be mailed to: OR emailed to: info@epamrotary.org

Eden Prairie Rotary Club

Grant Committee

P.O. Box 44603

Eden Prairie, MN 55344

1. Within one year or at the completion of the project, you will need to submit a formal report on the use of the funds.

REVISED: October 29, 2018