



**ROTARY CLUB OF PORTLAND, MAINE**

*Chartered September 1, 1915*

P.O. BOX 1755  
PORTLAND, ME 04104-1755

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**CHARITABLE GRANT APPLICATION**

*NOTE: Applicants must complete and sign the form where indicated. If the space on the form is insufficient for a response, please attach additional pages as necessary.*

**ORGANIZATION NAME:** \_\_\_\_\_

**YEAR ORGANIZED:** \_\_\_\_\_ **TAX ID:** \_\_\_\_\_ **CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**NAME OF PROJECT:** \_\_\_\_\_ **AMOUNT REQUESTED:** \_\_\_\_\_

**BRIEF DESCRIPTION OF PROJECT: (PLEASE APPEND DETAILS, BROCHURES, OR OTHER MATERIALS AS NECESSARY.)**

**WHY DO YOU BELIEVE THIS IS A PROJECT WHICH PORTLAND ROTARY SHOULD SUPPORT?**

**GEOGRAPHIC AREA SERVED BY PROJECT:** \_\_\_\_\_

**NUMBER OF PEOPLE SERVED BY PROJECT:** \_\_\_\_\_ **PROPOSED TOTAL BUDGET FOR PROJECT:** \_\_\_\_\_

**DEADLINE ON THIS REQUEST:** \_\_\_\_\_ **PROJECT START DATE:** \_\_\_\_\_

- PLEASE TELL US ABOUT YOUR ORGANIZATION’S MISSION, POPULATION SERVED, AND A BRIEF DESCRIPTION OF RECENT PROJECTS OR SERVICES.
  
  
  
  
- PLEASE PROVIDE A COPY OF YOUR MOST RECENT FORM 990. IF YOU HAVE NOT RECEIVED YOUR IRS 501 (c) (3) DESIGNATION AND ARE OPERATING WITH A FISCAL SPONSOR, PLEASE INCLUDE A COPY OF THE SIGNED FISCAL SPONSORSHIP AGREEMENT, ALONG WITH FINANCIAL INFORMATION ABOUT YOUR ORGANIZATION INCLUDING THE START AND END DATE OF YOUR LAST FISCAL YEAR, YOUR ANNUAL OPERATING BUDGET, TOTAL REVENUES, EXPENSES, ASSETS, AND LIABILITIES.
  
- PLEASE PROVIDE A DETAILED PROJECT BUDGET, INCLUDING A LIST OF EXPENSES AND OTHER SOURCES OF FUNDING.
  
- LIST KEY PROJECT PERSONNEL INCLUDING A BRIEF DESCRIPTION OF THEIR ROLES AND QUALIFICATIONS
  
- IF YOU CANNOT SUPPLY A RECENT FORM 990, PLEASE LIST YOUR ORGANIZATION’S BOARD OF DIRECTORS OR ADVISORY COMMITTEE, INCLUDING THEIR OCCUPATION AND CITY/TOWN OF RESIDENCE
  
- BY SIGNATURE BELOW, THE APPLICANT HEREBY GIVES WRITTEN ASSURANCE THAT:
  - THE FUNDS RECEIVED UNDER THIS APPLICATION WILL BE USED ONLY FOR THE SPECIFIC PROJECT SHOWN AND NOT FOR ANY POLITICAL PURPOSE;
  - THE APPLICATION HAS BEEN AUTHORIZED BY THE BOARD OF DIRECTORS OF THE ORGANIZATION;
  - THE FUNDS RECEIVED UNDER THIS APPLICATION WILL BE USED ONLY FOR CHARITABLE ACTIVITIES, OPERATIONS, OR PURPOSES WITHIN THE STATE OF MAINE.
  - THE ORGANIZATION WILL REPORT TO THE ROTARY CLUB OF PORTLAND, ME THE RESULTS OF THE PROJECT AND THE IMPACT OF THE FUNDS RECEIVED.

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SIGNATURE OF AUTHORIZED REPRESENTATIVE

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DATE