



# Eagan Rotary – Community Service Grant Application Form

## Grant Application Cover Sheet

You may reproduce this form on your computer

Date of application: \_\_\_\_\_ Application submitted to: \_\_\_\_\_

### Organization Information

Name of organization		Legal name, if different	
Address		City, State, Zip	Employer Identification Number (EIN)
Phone	Fax	Web site	
Name of contact person regarding this application	Title	Phone	E-mail (required)

Is your organization an IRS 501(c)(3) not-for-profit? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If no, is your organization a public agency/unit of government? \_\_\_\_\_ Yes \_\_\_\_\_ No

### Proposal Information

Please give a 1-2 sentence summary of request:

Population served:

Geographic area served:

Funds are being requested for (check one) *Note: Please be sure funder provides the type of support you are requesting.*

_____ General operating support	_____ Start-up costs	_____ Capital
_____ Project/program support	_____ Technical assistance	_____ Other (list) _____

### Budget

Dollar amount requested: \$ \_\_\_\_\_  
 Total annual organization budget: \$ \_\_\_\_\_

### Authorization

Name and title of applicant: \_\_\_\_\_

Signature \_\_\_\_\_

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## PROPOSAL NARRATIVE

Please use the following outline as a guide to your proposal narrative. Feel free to adjust to best tell the story of your organization and purpose grant will be used for. Narrative should be no more than 3 pages in total length.

### I. ORGANIZATION INFORMATION

- A. Brief summary of organization history, including the date your organization was established.
- B. Brief summary of organization mission and goals.
- C. Number of board members, full-time paid staff, part-time paid staff and volunteers.
- D. Other information about organization that may be relevant to grant.

### II. PURPOSE OF GRANT

Describe the grant including the following items:

- 1. Situation
  - a. The opportunity, challenges, issues or need and the community that your proposal addresses.
  - b. How that focus was determined and who was involved in that decision-making process.
- 2. Activities
  - a. Overall goal(s) regarding the situation described above.
  - b. Objectives or ways in which you will meet the goal(s).
  - c. Specific activities for which you seek funding.
  - d. Who will carry out those activities.
  - e. Time frame in which this will take place.
  - f. Long-term funding strategies (if applicable) for sustaining this effort.
- 3. Community Served
  - a. How the proposed activities will benefit the community in which they will occur, being as clear as you can about the impact you expect to have.
  - b. Specifically, how will activities benefit Eagan residents and what percentage of target community served will be Eagan residents.

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## ATTACHMENTS

Generally, the following attachments are required:

1. Finances (*for assistance with terms, check MCF's website at [www.mcf.org](http://www.mcf.org).)
  - Financial statement from most recently completed year, audited if available, showing actual expenses. Organization budget for current year, including income and expenses.*
2. List of current board members.
3. IRS determination letter (or your fiscal agent's) indicating tax-exempt 501(c)(3) status.

## PROPOSAL CHECKLIST

- Grant Application Cover Sheet
- Proposal Narrative
- Financial statements, preferably audited, showing actual expenses including:
  - Balance sheet
  - Statement of activities (income and expenses)
  - Statement of functional expenses
- List of current board members
- IRS 501(c)(3) determination letter

## SUBMITTAL DEADLINE AND METHOD

1. Submittal Deadline: Submittals are due by midnight Thursday, October 19, 2017.
2. Submittal Method: Submit grant applications by hand delivery, mail or electronically by email to the following:
  - a. Delivery or Mail:  
Steve Haschig  
DARTS  
1645 Marthaler Lane  
West St. Paul, MN 55118
  - b. Email: [steve.haschig@darts1.org](mailto:steve.haschig@darts1.org)
3. Contact: Questions regarding the Eagan Rotary Community Service Grants may be addressed to Steve Haschig, Eagan Rotary - Community Service Chair, at the address and email above. Steve can also be reached by telephone at (651) 234-2229.