



We are pleased that you are reaching out to us with a grant request to help fund your important cause. Please find attached our most recent Grant Application.

Once all the application and all documents are received, your request will be given to our Grants Committee for review and recommendation.

Please send your completed application,
and all accompanying documents, to:

RSFRotaryFoundation02@gmail.com

Our grant request form submission deadline is October 31, 2024

Our goal is to distribute approved grant request funds
no later than March 31 of the following year.

GUIDELINES:

1. Grant funding requests allowed in the amount of \$1,000 to \$10,000.
2. We **do not fund** warranties/service contracts, subscriptions, user licenses, bank/investment accounts, endowments, fundraising efforts for other organizations or general/reserve funds.
3. All beneficiaries who receive our grant must provide written confirmation of how funds were spent within the first six months of receipt of our grant funds.
4. Applicants must have a Federal 501(c)(3) status, and a State (23701D) tax identification charitable status in place.
5. All requested supporting documentation must be provided with this application.
6. Our Rancho Santa Fe Rotary Foundation logo is to be posted prominently on your website when awarded the grant requested.
7. Projects must not discriminate based on race, national origin, ethnicity, gender, political affiliation or religious belief will not be considered for funding.

Please complete this fillable application form. Once complete, please email. Include additional required documentation and/or attachments such as Form 990*, 501c3 and 2701dTax Determination Letters may be provided to us in PDF format.

BASIC INFORMATION

Full legal name of organization:

Name of contact person responsible for this application:

Telephone number(s):

Office

Cell

Other

Email address:

Mailing address:

Location for site visit:

(if different from mailing address)

Number of years in operation:

Federal tax ID number:

Website address:

What is the size of your organization's staff:

Full time

Part time

YOUR STAFF AVAILABLE TO SPEAK TO OUR GROUP, IF REQUESTED

Name:

Telephone number(s):

Office

Cell

Other

Email address:

MISSION

Please state the primary mission of your organization. Be concise, as we may use this information in communication or press releases if your organization is approved for funding.

WHO YOU SERVE

Who benefits the most from the work your organization does within the community? Check all that apply:

Youth Adults Seniors

Physically Challenged Mental Health Developmentally/Intellectual Disabilities

Disadvantaged Veterans Active-Duty Military Animals Other

YOUR FUNDING RESOURCES

What are the current sources of funding for your organization? Please include all grants, foundation gifts, benefits in the organization's honor, fundraising events, endowments and other sources.

YOUR REQUEST AND PROJECT DETAILS

Amount requested: \$

Please explain the specific project to be funded including:

A project description including goals and objectives.

Timeline for implementation.

Specific activities to be funded and outcomes expected.

Breakdown of how the funds will be spent or percentage of funds used for operating support and program support.

SUPPORTING DOCUMENTATION

Please provide a copy of the following as part of your grant application request:

- Copy of current budget.
- Projection and breakdown of your organization's budget going forward

 % of total budget paid towards Operating/Administrative expenses.

 % of total budget paid towards fundraising.

 % of total funds actually used to directly to provide program services.

OTHER

How did you learn about the Rancho Santa Fe Rotary Foundation?

Have you been selected as a grant recipient by the Rancho Santa Fe Rotary Foundation, or any other Rotary Club or Rotary Foundation, in the past three years? If so, which organization(s), when and how much grant money where you awarded.

Additional information (if any) you would like to share with us to be utilized in making our grant decision?

SUBMITTED BY:

Name:

Signature: _____

Title:

Date: