**RSF Rotary Foundation Grant Application**

**2022**

Grant ($500 to $1,500)

The Rancho Santa Fe Rotary Foundation thanks you for your interest in our organization. We are pleased

to present you with our **RSF Rotary Foundation Grant Application for 2022.**To be considered for a

grant, all candidates are required to meet our enclosed criteria prior to submitting application.

**To confirm your email delivery, please send your completed Application in hard copy format via U.S. Postal Service.** Applications must be mailed to P. O. Box 766, Rancho Santa Fe, CA 92067. Digital applications should be created. Please send your completed application to the email address provided below: [rsfrotaryfoundation@gmail.com](mailto:rsfrotaryfoundation@gmail.com).

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**If the grant is awarded to your organization, funds will be distributed by the dates listed in Grant Application Guidelines on web site.**

**Guidelines:**

1. The RSF Rotary Foundation:

* Does not *fund* warranties/service contracts, subscriptions, user licenses, bank/investment accounts, endowments, or general/reserve funds.

1. All beneficiaries of The RSF Rotary Foundation grant funding must provide a confirmation of spent funds within *6 months* of receipt of funds.
2. Applicants who are funded in 2021 must wait **one** calendar year to reapply.
3. Applicants must have a Federal 501(c)(3) status, and a State (23701D) tax identification charitable status in place.

Documentation is required to be submitted with this application.

**Application**

Please create a new document and complete the following. Attachments such as Form 990\*, 501c3 and 2701dTax Determination Letters may be in PDF format. Please remember to mail your confirmation.

1. Full legal name of organization:

Name of contact person responsible for this application:

Telephone number(s) (business/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:

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

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1. Who benefits most from the work your organization does within the community?
2. THE PEOPLE YOU SERVE:

\_\_\_\_\_ Youth \_\_\_\_Adults \_\_\_\_Elderly \_\_\_\_Disabled \_\_\_\_Veterans \_\_\_\_Active Duty Military \_\_\_\_Animals \_\_\_\_Other

1. 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.*

1. What is the size of your organization’s staff?
2. Is there a representative from your organization available to speak to our group if requested?
3. What specifically would the funds be used for, if you were to receive funding? Please select the level(s) (State a specific dollar amount) of your request and provide a detailed cost breakdown (750 word limit). Specific details that clarify what dollar amount, or percentage of funds requested, will be used for operating support and program support.

* Break down of your organization’s budget going forward:

\_\_\_\_\_\_%Operating/Administrative \_\_\_\_\_%Fundraising \_\_\_\_\_\_%Program

1. How did you learn about The Rancho Santa Fe Rotary Foundation?
2. Have you been selected as a grant recipient by The RSF Rotary Foundation in the past three years?

If so, when and what were the amounts awarded?

1. Is there any additional information you would like to share?

**Submitting the Application: Checklist**

Please note that any incomplete or late submittal applications will be disqualified.

1. RSF Rotary Foundation requires **one (1) full digital application** with supplemental information (emailed) and one (1) hard copy of the Applicationto serve as a time-stamp in the unlikely event that your Application is not received. The completed emailed application should contain all supporting documentation. If missing the requested information (the required digital application and hard copy confirmation page via U. S. Postal Service) the application will be disqualified.
2. Please provide a copy of your Federal Tax ID Determination Letter – 501(c)(3).
3. If your non-profit organization is not listed on **Guidestar (**[**www.guidestar.org**](http://www.guidestar.org)**)**, please provide the first 8 pages of your most recent copy of Form 990. *\*Adobe PDF format is acceptable.*

**Application must be postmarked and emailed no later than the dates listed in the Grant Application Guidelines.**

**If you have any questions, please email:** [**RSFRotaryFoundation@gmail.com**](mailto:RSFRotaryFoundation@gmail.com)

RSF Rotary FND Request