



## Rotary Club of Menlo Park Foundation

[www.menloparkrotary.org](http://www.menloparkrotary.org)

# Application for Funding

### **Funding Goals for the Gifts Committee of the Rotary Club of Menlo Park Foundation (RCMPF):**

- To raise public awareness of a compelling need of an underserved segment in the areas of "Youth education and mental and physical health services."
- To provide financial assistance to 501c3 tax exempt organizations addressing such needs through specific projects in the designated areas.
- To provide these services in Menlo Park, adjacent unincorporated communities, and East Palo Alto
- To raise awareness of the ongoing service the Rotary Club of Menlo Park performs in our local communities.

### **Instructions:**

- The application (following this document) should be completely filled out. Responses to the questions should be no longer than two pages in total (excluding annual report). This is available at [menloparkrotary.org](http://menloparkrotary.org).
- Please attach your annual report, financial statements, and the IRS letter granting your organization tax exempt (501c3) status. Please do not attach anything else to this request.
- Deadline for application: February 6, 2019. RCMPF Gifts Committee will make decisions by March 18, 2019. If you have an extremely time sensitive request, please let us know when you submit your request.
- If you have previously received funds from us in excess of \$1,000, please also submit the Funding Follow-Up Form by emailing it to [mprotarygifts@gmail.com](mailto:mprotarygifts@gmail.com). A copy of this form is on the website at [menloparkrotary.org](http://menloparkrotary.org).
- Email "Application for Funding" submissions to [mprotarygifts@gmail.com](mailto:mprotarygifts@gmail.com).

### **Additional Information:**

- Preference will be given to smaller, locally-oriented organizations that provide significant services.
- All organizations funded will be expected to present their project at a Menlo Park Rotary meeting within one year.
- All organizations funded in 2019 will be required to provide us a Funding Follow-up Form by Jan. 31, 2020.

**Please Respond to the Following Questions:**

Organization name:	
Name and contact info of person submitting this request:	
Name and contact info of person responsible for administering the funds at organization:	
Explanation if annual report is not attached:	
Gift amount requested:	
Explanation if/how partial funding impacts the success of the project:	
Organization description (include mission, number of years in existence, communities served, number of staff and tax exempt, 501c3, status):	
Specific compelling need in the community, and how your project which is designed to meet that need, providing quantification whenever possible:	
Specific project budget and timeline:	
Specific date by which you would require funding for your project to succeed:	
Means by which your organization will acknowledge funding from the Menlo Park Rotary Club:	
Members of your organization who are Rotarians, their positions, and clubs they belong to:	
Previous funds donated by the RCMP, including amounts and dates	