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| http://www.ns-scholarship.org/Artwork%20and%20Logos/rotary_logo.jpg | Rotary Club of Menlo Park Foundation (RCMPF)  [www.menloparkrotary.org](http://www.menloparkrotary.org)  Request for Funding |

**Our Funding Goals:**

* **Fund community need based projects with grant awards ranging from approximately up to $5000.**
* **Raise public awareness to a compelling need of an underserved segment of one of our local communities and carry out a project that addresses such need.**
* **Raise awareness of the ongoing service the Rotary Club of Menlo Park Foundation performs in our local communities.**
* **2016 grant awards will be focused on “Youth and Education”**

**Instructions:**

* **Application (pages 2 and 3 of this document) should be completely filled out and the responses to the questions should be no longer than two pages in total (excluding annual report).**
* **Please attach your annual report and financial statements (if not already included). Please do not attach anything else to this request.**
* **Deadline: January 31, 2016. Decisions will be made by March 31, 2016 but if this is 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 Request Follow-Up form by e-mailing** [**mprotarygifts@gmail.com**](mailto:mprotarygifts@gmail.com)**.**
* **E-mail submissions to** [**mprotarygifts@gmail.com**](mailto:mprotarygifts@gmail.com)
* **Please attach the IRS letter granting your organization’s tax exempt status.**

**Additional Information:**

* **Applicant must qualify as a 501 (c)(3) organization.**
* **All organizations funded will be expected to present their project at a Menlo Park Rotary meeting within one year.**
* **All organizations funded will be required to provide us with feedback to verify that the**

**funds received were in fact used for the purposes requested.**

Page 1 of 3

**Please Respond to the Following Questions:**

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| 501 (c)(3) organization name: |  |
| Name and contact info of person submitting this request: |  |
| Name and contact info of person responsible for administering the funds at organization: |  |
| If annual report is not attached, please explain reason: |  |
| Gift amount requested: |  |
| Explain if 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 status): |  |
| Specific project description including why this is needed within the community, providing quantification whenever possible: |  |
| Specific project budget and timeline: |  |
| Is there a specific date by which you would require funding for your project to succeed? |  |
| How will the organization acknowledge the Menlo Park Rotary Club Foundation as a funder? |  |
| Is a Menlo Park Rotarian a member of your organization? Please specify who and their position in your organization: | Page 2 of 3 |
| Have you previously received funding from RCMPF? If so, when and how much: |  |

Page 3 of 3