

Instructions for Completing Grant Application

The Roswell Rotary Charity Committee is responsible for approving and recommending charitable grants from the club's charitable funds. Each organization requesting a grant is required to complete and submit the following application. Grantees are also required to report on how grant funds are applied and the impact of the funds.

Before submitting an application, we suggest that you review thoroughly the Guiding principles for awarding funds:

- Organization is a 501(c)3 operation
- Impact of organization on Roswell and community
- Roswell Rotarian involvement in organization
- Rotary support makes a meaningful contribution to the organization
- Organization provides opportunities for promotion of Rotary
- Organization provides volunteer support to the tournament
- Larger organizations avoid scheduling events conflicting with Rotary fundraising efforts
- Application is judged based on the work of the organization rather than the specific use of Rotary funds.

All applications are due on or before December 15th.

<u>Final reports</u> are due on or before September 30th after most recent grant.

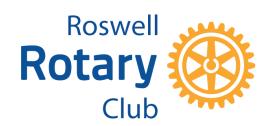
In order to assure success of an applicant's request and proper management of the charitable gifts, it is helpful for a member of the Roswell Rotary club to assume the charge of "champion" of the request.

Applications can be submitted to RRCgrants@gmail.com

Please feel free to contact RRC Charity Committee board chair Jim Coyle at the email address above or by cell to 770-855-4268

We look forward to assisting you in serving our community and partnering in your efforts.

Jim Coyle



Legal Name of Organization: **DBA** (if applicable): Mailing Address, City, State, and Zip: EIN: Phone: Fax: Website: Name of CEO or Executive Director: Phone: **Email: Application Contact & Title** (if *not* the CEO or Executive Director): Phone: **Email: Organization Information Mission Statement:** Geographic Area Served (specific to this *particular grant* request): Tax Exemption Status established Year Founded: 501(c)(3)



# of Roswell residents served:	# of Rotarians involved:
Grant Request Information	
	Amount of Request: \$
NARRATIVE:	
 How would you briefly des with Roswell Rotary to a n 	cribe your organization, this request and any history ew Rotarian?
 Description of project/req and objectives, activities, t 	uest. Include issue and/or opportunity addressed, goals imeline and use of funds.
 Describe relationship of the applicable, to Roswell Rota 	e organization to the Roswell community and, if ary.
 Detail how we might be ab website and/or as a service 	ele to promote this project in a joint effort via our project for the club.
• Detail any opportunities for	or your organization to recognize Rotary participation.
Financial Information	
Pro	ject's Budget:
Organization Total Income:	Organization Total Expenses:
By signing below, I certify that the information contains	ined in this application is true and correct to the best of my knowledge.
CEO/Executive Director	Date
Name of Rotary 'champion' name and email	Date



Please provide the following supporting documentation with a grant request

* - Note – Items in Blue not required of organizations that have been awarded Roswell Rotary Grant Funds in the last 3 years.

Financial Att	<u>achments</u>
1 2	 (a). Organization budget (b). Program budget, if applicable to this request . Current (year-to-date) financial statements . Year-end financial statements, most recent available (990) audit
Additional A	ttachments
5. 6.	Board of directors list and short bios. Proof of IRS federal tax-exempt status. Strategic plan as adopted by the board of directors. Key staff members and short bios.