THE ROTARY CLUB OF NAPERVILLE COMMUNITY SERVICE GRANT APPLICATION FORM

2018 Program Guidelines and Instructions

There are two funding entities:
1. **The Rotary Club of Naperville Charities**
2. **Naperville Rotary Charities (NRC)**

 Both Charities only fund *humanitarian* programs.

The 2018 Community Service Objective will be to focus funding on the following:

Basic Humanitarian Needs (defined later in this application)

Funding Criteria (please review carefully):

- Applicants must be a 501(c)3 organization. **(Supporting documentation required)**

- No distributions are made to individuals, political groups or political activities, or to Rotarians or their families.

- No awards are made to foundations or other endowment funds which retain the monies.

- **Awards are made for the current Rotary year only. There are no multi-year commitments. Annual requests are required. Maximum annual award is $10,000.00.**

- Focus is on organizations with low fundraising and administrative expenses.

- Distributions must benefit Naperville and surrounding area.

- Rotary funds must have a measurable impact on the organization and the community it serves.

- Completed applications must be received by <u>March 5, 2018.</u>

- **Evidence of 501(c)3 status and Page 1 of IRS Form 990 are required**.

- Verbal requests will not be accepted.

GRANT APPLICATION PROCEDURES

Please send completed applications to:

The Rotary Club of Naperville		**Email to Community Service Grants Chair**
P.O. Box 2	**or**	**Curt Stowers at rotarygrant@f5fp.com**
Naperville, IL 60566		

Notifications and Distributions are typically finalized before the end of the Rotary year (June 30th).

THE ROTARY CLUB OF NAPERVILLE COMMUNITY SERVICE GRANT APPLICATION FORM

Organization Name: _____ Year Founded: _____

Address: _____ Fed Tax ID _____

City/State/zip: _____

Please Attach proof of 501(c) 3 Status

Contact person: _____ Title: _____

Phone: _____ Email: _____

Website: _____

Organization Mission: _____

_____

_____

_____

Brief Statement of Organization's History: _____

_____

_____

_____

Description of Proposed Project: _____

_____

_____

_____

_____

Measurable Goals and Expected Outcomes: _____

_____

_____

_____

Numbers served in Naperville and surrounding area, including the total number served:

(Example: Total = #, Naperville = #, Lisle = #, etc.) _____

_____

_____

_____

Other local organizations being approached for funding: _____

_____

_____

_____

Please describe results from Rotary contributions made last year: _____

_____

_____

_____

_____

ORGANIZATION'S FISCAL YEAR REVENUE AND EXPENSES
As of _____/_____/_____

<table>
<tr><th colspan="2"><u>Revenues</u></th><th colspan="2"><u>Expenses</u></th></tr>
<tr><td>Earned</td><td>$ _____</td><td>Programs</td><td>$ _____</td></tr>
<tr><td>Private Donors</td><td>$ _____</td><td>Administration</td><td>$ _____</td></tr>
<tr><td>Foundation/Corp</td><td>$ _____</td><td>Fundraising</td><td>$ _____</td></tr>
<tr><td>Government</td><td>$ _____</td><td></td><td>$ _____</td></tr>
<tr><td>United Way</td><td>$ _____</td><td></td><td>$ _____</td></tr>
<tr><td>Other</td><td>$ _____</td><td>Other</td><td>$ _____</td></tr>
<tr><td>TOTAL</td><td>$ _____</td><td>TOTAL</td><td>$ _____</td></tr>
</table>

(Page 1 of IRS Form 990 is required)

Cost Details of Proposal

Total proposed project cost: $_____ Amount requested: $_____

Income		Expenses	
Sources	Amount	Items	Amount
Unrestricted Fund Balance $	:		$
Proposed Rotary Funds $	:		$
$	:		$
$	:		$
$	:		$
$	:		$
$	:		$
$	:		$
$	:		$
$	:		$
Total $	(must be equal)	Total $	

Previous Rotary Awards

Previous year $_____

2 years ago $_____

3 years ago $_____

Grant Funding Program Criteria

"Basic Humanitarian Needs" are essentials that are needed in order to prevent the threat to the health, safety, security, or well being of a community or other large group of people. In other words, to provide essentials to people in need. These include the simplest of needs, such as, food, clothing, shelter, physical and mental health, education, and sanitation. Any need that sends a person from poverty to a crisis situation is considered a basic humanitarian need.

The grant award selection process weighs the above criteria to a qualifying organization's proposed project that are closest to meeting this criteria factoring the allocation of awarded funds available that can achieve the goals of the proposed project.

It is highly recommended that an explanation be included that addresses alternatives if there can be reduced funding for a proposed project and the minimum amount required to still provide for the proposed project to be move forward.