



## **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 31, 2022.

Final reports are due on or before the following September 30<sup>th</sup>.

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](mailto: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:**

**Phone:**

**Fax:**

**EIN:**

**Website:**

**Name of CEO or Executive Director:**

**Phone:**

**Email:**

**Application Contact & Title (if *not* the CEO or Executive Director):**

**Phone:**

**Email:**

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## Organization Information

**Mission Statement:**

**Geographic Area Served (specific to this *particular grant* request):**

**Tax Exemption Status established**  
501(c)(3)

**Year Founded:**



# of Roswell residents served:

# of Rotarians involved:

### Grant Request Information

Amount of Request: \$

**NARRATIVE:**

- How would you briefly describe your organization, this request and any history with Roswell Rotary to a new Rotarian?
- Description of project/request. Include issue and/or opportunity addressed, goals and objectives, activities, timeline and use of funds.
- Describe relationship of the organization to the Roswell community and, if applicable, to Roswell Rotary.
- Detail how we might be able to promote this project in a joint effort via our website and/or as a service project for the club.
- Detail any opportunities for your organization to recognize Rotary participation.

### Financial Information

Project's Budget:

Organization Total Income:

Organization Total Expenses:

By signing below, I certify that the information contained 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 are not required of organizations that have been awarded Roswell Rotary Grant Funds in the last 3 years.

Financial Attachments

- \_\_\_ 1(a). Organization budget
- \_\_\_ 1(b). Program budget, if applicable to this request
- \_\_\_ 2. Current (year-to-date) financial statements
- \_\_\_ 3. Year-end financial statements, most recent available (990) audit

Additional Attachments

- \_\_\_ 4. Board of directors list and short bios.
- \_\_\_ 5. Proof of IRS federal tax-exempt status.
- \_\_\_ 6. Strategic plan as adopted by the board of directors.
- \_\_\_ 7. Key staff members and short bios.