



Rotary Club of Alexandria

2019 Grant Program Application Form

The Rotary Club of Alexandria Grant Program provides financial support to nonprofit organizations that advance literacy for children and adults and/or improve the lives of children, youth, seniors, and others with special needs in the Alexandria community. Be sure to read the full guidelines, above.

Note: This application may be completed and submitted by email in Word format (application) and PDF format (attachments). The Application Form can be found at: <http://rotaryclubofalexandria.net/contributions-application/apply> in electronic format. Questions concerning this application are welcome and can be addressed to the Contributions Committee at alexrotarygrants@gmail.com.

The completed application should be submitted no later than February 28, 2019 by email to the Contributions Committee at alexrotarygrants@gmail.com. Grant application receipt will be acknowledged by return email. Recipients of grants will be notified on or about May 1, 2019 and will be invited to attend the special Contributions Day Ceremony that is scheduled for Tuesday, June 11, 2019 at Noon.

Section 1:

1. Name of your organization:

Address:

2. Tax ID: _____

3. Amount of the grant your organization is requesting: _____

4. Please describe your organization's purpose, programs, location and geographic scope of operation, and number and types of clients served; please specify what percentage of your services are provided to residents of the City of Alexandria. **(Limit: 250 words)**

Section 2: Grant Application

5. Please describe how, when, and where the grant would be used – please be specific in detailing its program or project populations, activities and objectives. What percentage of this grant would directly benefit residents of the City of Alexandria? Would this grant provide full funding for a program or be used in combination with other funding? Has that other funding been secured? **(Limit: 600 words)**

6. Please describe the special needs of those to be served with this grant and specify how those individuals will benefit from this grant. **(Limit 300 words)**

7. Please describe how your organization measures and evaluates the success of your programs. **(Limit 400 words)**

8. How will you sustain funding for this program in the future? **(Limit 300 words)**

9. Would you still be able to accomplish your objectives with a lesser amount?

_____ Yes _____ No

What is the minimum amount you would need to ensure that the project or initiative remains viable? **(Limit 50 words)**

Section 3: History of Rotary Grants

11. If your organization has received grants from Rotary within the last three years, please list the years and amounts.

12. If your organization received a Rotary grant last year, please summarize how that money was used, quantify the benefits to your clients that were generated by this grant, and indicate whether it met your organization's measure of success. Please provide one or two specific success stories that illustrate how this grant was used and who benefited from it. **(Limit 600 words)**

13. Name, title, phone & email of a contact person* for this application:

Title:

Name:

Email:

Phone:

* Following the submission of this grant application, the contact person may be asked to submit additional information by phone or otherwise to assist the Rotary in evaluating the application.

If you operate under a fiscal agent, please provide:

Name of Agency:

Phone Number:

Name of Contact:

Title:

And please provide a short description of your relationship with the fiscal agency. **(Limit 100 words)**

Section 4:

Please attach the following documents (indicate with a checkmark which documents are being attached):

- a copy of your IRS 501(c) (3) determination letter
- a copy of your organization's most recent IRS form 990
- your most recent financial statement (audited, if available)
- your most recent annual report (if available)

Please check to confirm the following information about your organization or provide a brief explanation as to why such information is not confirmable.

- a. operates pursuant to a written and up-to-date constitution and/or by-laws
- b. is in compliance with applicable federal, state, and municipal laws and regulations
- c. is directed by an active and responsive board or governing body the majority of whom serve without compensation
- d. operates pursuant to policies designed to avoid conflicts of interest
 - written policy
 - informal policy
- e. does not spend more than 25% of expenses on administration and fundraising
- f. does not receive more than 80% of total revenues from government sources

Submitted and certified by:

Title:	Name:
Organization:	Signed:
Date of submission:	

You will receive a confirmation email that your application was received. If you haven't received a confirmation within two business days, please contact the Contributions Committee at alexrotarygrants@gmail.com.