

**Springfield Sunrise Rotary Club
Community Grant Program**

GUIDELINES & INSTRUCTIONS

Eligible Applicants

Applicants must be 501(c)(3) organizations or educational institutions located in Springfield, IL and the surrounding area. Educational institutions include public and private pre-K – grade 12 schools, community colleges, and universities.

Eligible Projects

Projects that serve youth in the Springfield area. Special consideration will be given to programs that serve disadvantaged youth & where a Springfield Sunrise Rotary Club Community Grant will be significant.

Grant Award Amount and Evaluation

Typical grant awards range from \$500 - \$1,000. Approximately \$15,000 will be awarded in total. Grants will initially be evaluated based on a scoring matrix. Points available are listed by each entry. Entries for which no points are given, but which are required are marked (M) for Mandatory. Sunrise Rotary reserves the right to award grants to the programs/entities they feel will benefit most and are most closely aligned with Sunrise Rotary's programs.

Requirements

- Meet eligibility criteria
- Mail completed application, postmarked by Monday, February 16, 2018, to Sunrise Rotary, P.O. Box 5300, Springfield, IL 62705-5300
- Submit the following:
 - Six copies of the application form and one copy of each of the following:
 - IRS letter documenting 501(c)(3) charitable status or evidence of being an educational institution.
 - Annual Budget
 - List of board of directors of the non-profit organization
 - One publication (brochure or annual report) with information on the organization
- Successful applicants must submit a report upon completion of the project, documenting results of the grant award. Submission of this report is a requirement in order to be eligible for future grant awards from the Springfield Sunrise Rotary Club.

Grant Award Schedule

Applications must be postmarked by Monday, February 16, 2018, and notification of grant awards will be made by March 31, 2018.

For more information

For more information contact Cindy Davis, Sunrise Rotary Club Community Grants Chair at 741-8985 cdavis@resourceoneoffice.com or 217.725.1249.

6. What are the expected outcomes from the project, and why is this beneficial to the community? (1-10 Points)

7. How many people will be served? Describe the demographics of the targeted audience. (1-5 Points)

8. Project Budget (1-5 Points)

Amount Requested: \$ _____
Amount contributed by applicant \$ _____ Source of funds _____
(Include information about any other grants or external support for this project).

Provide a simple budget that shows how the funds will be used. Describe any in-kind support provided by the applicant.

9. Explain how you would implement the project if you receive less funding than requested. (1-5 Points)

10. Has your organization previously received any contributions from the Springfield Sunrise Rotary Club? ____Yes ____No If yes, please summarize the results of previous contributions. (1 Point)

11. The Springfield Sunrise Rotary Club raises funds for this grant program through the sale of citrus in November and by parking cars during the IL State Fair. Describe how your organization could help promote Rotary and these initiatives that help to underwrite the grant program. (1-3 Points)

12. If members of Rotary are involved in your organization as board members or volunteers, please provide names and an explanation of their involvement. (1 Point)

Mail six copies of this completed application form and one copy of each of the following documents:

- IRS documentation of 501(c)(3) status or documentation of status as an educational institution
- Annual budget for the organization
- List of Board of Directors of the not-for-profit organization
- One brochure or publication, such as an annual report, that provides background on the application organization

Applications must be postmarked by February 16, 2018.

Mail to:
Sunrise Rotary/Community Grant Program,
P.O. Box 5300
Springfield, IL 62705-5300

Certification:

I hereby certify that I am authorized to act on behalf of the organization, and any grant funds received from the Springfield Sunrise Rotary Club will be used for the purposes described in this application.

Name of organization:

FEIN:

Name:

Title:

Signature:

Date: