



# The Rotary Club of Summerville Grant Fund Grant Application Form

**APPLICANT INFORMATION:**

Organization name	
Organization's mission statement (200 characters maximum)	
Year founded	
Mailing address	
City, State, Zip	
Telephone Number	
Fax Number	
Organization's general email address	
Executive director	
Executive Director's email address	
Application contact person and title (if different)	
Geographic areas served by your organization (Double-click to check all that apply)	<input type="checkbox"/> Summerville <input type="checkbox"/> Dorchester County <input type="checkbox"/> Charleston County <input type="checkbox"/> Berkeley County
Indicate the one program area that best describes your organization's focus (dbl-click box to check it):	
<input type="checkbox"/> Hunger & Nutrition	<input type="checkbox"/> Housing & Shelter
<input type="checkbox"/> Literacy & Education	<input type="checkbox"/> Children & Families
<input type="checkbox"/> Health & Wellness	<input type="checkbox"/> Building Better Communities
<input type="checkbox"/> Other (Please describe):	

**INFORMATION RELATED TO THIS REQUEST:**

Project/program name, or activity for which funding is being sought	
This request is for	<input type="checkbox"/> Financial Support <input type="checkbox"/> Volunteer Support
Dollar amount requested from RCS	\$
Total budget for this proposed project	\$
Organization's annual budget for total operating expenses	\$ _____              FY begins:      /      ends      /

Duration of the program/activity for which funding is being sought	Start date:	
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**Please summarize the purpose of this grant request in the space below, and include who would benefit and how. Do not write, "See letter". (700 char. max):**

**Checklist for items needed for a complete application, in this order:**

1.	<b>Grant Application Form</b>
2.	<b>Narrative letter (two-page maximum), with the first page on the organization's letterhead.</b> Please include (1) the mission of your organization; (2) an explanation of the need for the proposed program or equipment/property to be funded; (3) a plan of action or proposed activities for your request, with timeline (by when will you do what, if fully funded?); (4) the intended results; (5) numbers to benefit or be served; and (6) how the results will be assessed ("Our plans will be considered successful if . . .").
3.	<b>Budgets.</b> All applicants must submit <ul style="list-style-type: none"> <li>a. A general operating budget for the most recently completed fiscal year, showing actual income and actual expenses.</li> <li>b. A general operating budget for the current fiscal year showing projected income and expenses.</li> <li>c. A budget for the <b>specific project, program or acquisition of property/equipment</b>, showing income and expenses by line item.</li> </ul>
4.	<b>List of board members.</b> List names of board members. Indicate which members are officers.
5.	<b>IRS letter</b> certifying 501(c)(3) status of applicant (unless you have sent it to the Community Foundation within the past 3 years). Governmental entities & recognized houses of worship can skip this step.