



## *Roswell Rotary Charity Grant Application*

### **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. Even those organizations that have received grants in the past will be required to submit an updated and complete application each year. Grantees are also required to report on how grant funds are applied and the impact of the funds.

Before completing and submitting an application we request that you review thoroughly the Roswell Rotary Guidelines for Charitable Giving document found on the website [www.roswellrotary.com](http://www.roswellrotary.com).

All applications are due on or before December 1<sup>st</sup>.

Final reports are due on or before September 30<sup>th</sup> after most recent grant.

In order to assure success of an applicant's request and proper management of the charitable gifts, it is helpful that a member of the Roswell Rotary club assumes the charge of "champion" of the request.

Applications can be submitted to the club by providing a completed hard copy or email submission to:

**Rotary Club of Roswell, Georgia**  
**Nancy Diamond, Chair Charity Committee**  
**P.O. Box 783**  
**Roswell, GA 30077**

c/o [ndiamondroswell@gmail.com](mailto:ndiamondroswell@gmail.com)  
404-786-5055

Please feel free to contact the chair with any questions.

We look forward to assisting you in serving our community and partnering in your efforts.



## Roswell Rotary Charity Grant Application

**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:**



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# of Roswell residents served:

# of Rotarians involved:

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### Grant Request Information

Amount of Request: \$

#### NARRATIVE:

- 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.

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CEO/Executive Director

Date

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Name of Rotary 'champion' name and email



## *Roswell Rotary Charity Grant*

### *Application*

Please provide the following supporting documentation with a grant request

#### 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, (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.
- 8. If a grant from Roswell Rotary was received in the past, please comment on how the funds were used.