



Rotary Club of Port Townsend Community Grant Application

Due: April 7, 2017

I. General Information:

Members of the Rotary Club of Port Townsend are committed to making our community an excellent place in which to live and work. In addition to the many local service projects we conduct, we contribute to nonprofit organizations that share our goal to create a quality of life for all of our residents.

Our Community Grants support specific projects and new or ongoing programs and generally range from between \$1,000 and \$2,000. In 2017, we will award up to \$14,000 to local organizations through our granting process.

Our funding priorities include:

- Basic needs (i.e., food, shelter, physical and mental health services)
- Opportunities for youth
- Projects and programs that encourage community partnerships
- Creative initiatives that enrich our community

The Rotary Club of Port Townsend does not fund:

- Gifts to individuals for personal projects or program participation
- Multi-year commitments
- Religious activities
- Political organizations or activities
- Organizations that discriminate based upon race, religion, gender, gender expression, age, national origin, marital status, sexual orientation
- Projects outside of Jefferson County
- Government projects

The application deadline is April 7. Please email your application and required documents to: Carla Caldwell, Community Service Committee Chair at carlabrycal@gmail.com. If you have questions, you may contact Carla through her email address or call her at 360-301-5636.

Note: Grant awards will be announced by the end of April and will be formally presented to recipient organizations at a Rotary Club meeting in June. Recipients also will be invited to make a presentation at a club meeting during the 2017-18 Rotary year.

II. Application

Directions:

1. *Format:* Please provide all requested information and documents by following the outline provided, using the bold headings.
2. Please be concise. Do not exceed two pages (not including requested attachments).

I. General Information

- A. Name of your organization and mission statement
- B. Name, mailing address, telephone number and email for the contact person for this application
- C. Project or program title
- D. Total dollar amount of your request.

II. Purpose of Project/Program

- A. Outline the goal(s) of the project/program for which you will use the funds.
- B. Describe your assessment of the need.

III. Impact of Project/Program

- A. Who will be the beneficiaries of this grant? Provide an estimate of the number of Jefferson County residents who are currently being served or who will be served through the grant.
- B. Explain how you plan to measure success.

IV. Timeline: Provide a timeline for your project. If it is ongoing, indicate how Rotary funds will be used in 2017.

V. Rotary Recognition

It is important to inform our community about the ways in which we spend funds we raise through our annual auction and other fundraising activities. Please identify ways in which you will publicly acknowledge a grant award from the Rotary Club of Port Townsend.

VI. Required Attachments

- A. List of current board members and their affiliations (i.e., professions, other organizations in which they are involved).
- B. Most recent Balance Sheet (Statement of Financial Position)
- C. Most recent Income Statement (Statement of Activities)
- D. Project/Program budget which reflects projected Rotary grant funding in the income and expense columns
- E. Copy of IRS 501(C)3 Tax Exempt Letter

Thank you for sharing our commitment to improving our community!