



GRANT APPLICATION

BASIC DATA

Date of Submission:

Organizations Name:

Contact Person:

Mailing Address of Contact:

Contact Phone Number:

Contact E-Mail Address:

Organization Mailing Address:

Organization Website:

Organization Facebook:

PROJECT INFORMATION

Project Title:

Amount Requested From Celina Rotary Club:

Target Group Served:

Project Start/End Dates:

Successful Grant Awards Should Be Made Payable to:

1. Summarize the proposed project in the space provided. Indicate the target group, what will happen when and where it will occur. Note you may attach an additional narrative on a separate sheet of paper, but summarize here.

2. How will this project benefit the target group/community?

3. Has this organization ever applied for funds from the Celina Rotary Club? If so, when?

4. How would partial funding impact this project/program?

5. How many people will be served by this project?

6. Describe how the project's success will be evaluated.

7. How will the Celina Rotary Club's support be acknowledged?

8. How could the Celina Rotary Club's members be involved in the project?

9. Amount requested from other sources (include name(s) of other sources and indicate the status of the request, i.e., pending, committed, paid):

10. In-kind contributions (donated space, materials and /or services):

Celina Rotary Club Civic Fund - Grant Guidelines

The Rotary Club of Celina Civic Fund is held at the Mercer County Civic Foundation. (MCCF) It was established by the Rotary Club of Celina, Ohio exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (the "Code").

Purpose:

The Rotary Club of Celina Civic Fund was created to make contributions to local projects to benefit charitable, educational, or other philanthropic purposes of which the Rotary Club of Celina has involvement and within the scope of the purposes set forth in Section 501(c)(3) of the Code. The Celina Rotary Club grants funds only for one year specifically for projects that are short-term - one-time events or needs. Grants may not be given for multiple years.

Grant eligibility:

It is intended that at the time a distribution is made, the organization that is the distributee shall be:

- (i) an organization described in Sections 501(c)(3) of the Code, or
- (ii) if the distributee is not then such an organization, then the Foundation, in making any grant or distribution thereto, shall exercise due diligence in awarding such grant.

Furthermore, it is not the Celina Rotary Club's intent to award grants to religious organizations; however, grant requests for organizations that are sponsored or affiliated with religious organizations will be considered if they meet the purpose of the Celina Rotary Club (as described above).

The following are some of the guidelines, not limiting to:

1. The funds must be community service oriented, beneficial primarily to the residents of the City of Celina and secondarily to residents of the neighboring cities.
2. Funds will be granted for capital investments in service projects and not for general operating expenses such as overhead and salary, etc.
3. The maximum grant per organization is \$5,000.

How to apply for a grant:

Interested organizations will be required to submit a Letter of Inquiry and a completed Grant Application form.

This letter should be no longer than two pages, and should include the following: a description of the organization, the purpose for which funds are being requested, a summary of the plan of action or proposed activities, Rotarian involvement, the intended results, who was involved in identifying this project (e.g., board, staff, members), and the amount requested.

Grant requests must be submitted electronically by sending the completed application by e-mail to:

President@celinarotary.org

Grant review and awards process:

The Celina Rotary Club Expenditure Committee will review all requests within four months of submission. The Committee will consider grant applications each year in April, August and December before making recommendations to the Board of Directors of the Celina Rotary Club.

To be considered for a grant, you must submit your application by the following timetable:

- * March 1 -- To be considered for the April grant review period.
- * July 1 -- To be considered for the August grant review period.
- * November 1 -- To be considered for the December grant review period.

The Board, which is responsible for approving or denying grant requests, is expected to make grant awards within a month of receiving recommendations from the Celina Rotary Club Expenditure Committee. The Board will provide the Celina Rotary Club Treasurer with grant award instructions so that the Treasurer (of the Celina Rotary Club) and Club Secretary may notify the grant recipient.

Grant payment:

Grant payments will be processed by the Celina Rotary Club Treasurer as soon as administratively possible upon receipt of instruction from the Board.

For additional information:

Contact the members of the Celina Rotary Club Expenditure committee, which changes annually.

Completed applications should be forwarded to: Celina Rotary Club, P.O. Box 22, Celina, OH 45822-0022 or emailed to President@CelinaRotary.org.