

## Rotary Club of Menomonie

### Grant Application

#### **I. Introduction**

The Rotary Club of Menomonie will award grants on a competitive basis to nonprofit organizations to support their efforts to serve our community.

A maximum award of \$1,000 is possible for exceptional projects that provide significant benefit to our community.

Grants are for special projects. **They are not intended for ongoing operations.** The grant should be sufficient for your organization to complete the project. If you have matching funds from other sources, the Club will participate as long as the total funds are sufficient to complete the project.

#### **II. Award Considerations**

The target population for this grant program is the greater Menomonie area, and serving or relating to at least one of the following Rotary focus areas:

- Community
- Youth
- Educational
- Vocational

#### **I) PROCESS:**

Complete the Small Grant Application (which follows). Deadlines are as follows:

<b>Date</b>	<b>Decision</b>
<b>January 5, 2018</b>	Application Due
<b>February 10, 2018</b>	Notification of Grant Decision
<b>February 21, 2018</b>	Grant Awarded at Club Meeting

Mail your completed application to:

Rotary Club of Menomonie  
Attention: Grants Committee  
P.O. Box 285  
Menomonie, WI 54751

A committee will review and evaluate your grant application and make recommendations to the Club's Board of Directors. You will be notified via e-mail and/or letter once the Board makes its decision after the January 5, 2018 deadline.

## II) RULES

- Grants are awarded at the sole discretion of the Rotary Club of Menomonie.
- The grant is public information. Rotary may use any part of your application to promote our program or to provide public information.
- If you are awarded grant funds, you will be requested to assist us in spreading the word about our program. We request that you provide a “thank you” letter on your letterhead (if applicable) giving a general description of what you were able to accomplish with the grant at the grants conclusion. Rotary may publish that letter.
- If you purchased equipment or other form of hard assets, we request that you place the Rotary logo on the equipment/asset. This will consist of a Rotary logo decal, or in the case of large assets, a permanent Rotary wheel. We will provide them to you at no cost.
- All successful grant projects will publicize the Rotary Club of Menomonie to the public and their members / supporters.
- Grants will be awarded at a Rotary meeting. You will be required to appear for the presentation of the funds. The club meets on Wednesdays from 11:45 a.m. - 1:00 p.m. We will arrange the date once the grant has been awarded.
- Rotary grant funds are to be used only for the purposes for which the grant was made. You agree to provide the Rotary Club a letter detailing the use of grant funds within 90 days after the funds are expended.
- If the terms outlined in these rules are not followed, you agree that the Rotary Club may recover the grant funds at their sole discretion.

**Rotary Club of Menomonie**

**Grant Application**

Agency Name & Address

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Contact Person

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Title

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Contact Phone (not for publication)

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Contact email (not for publication)

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I certify that the attached grant application and all attachments are true and complete to the best of my knowledge. I have the authority to bind the organization to the Rotary Grant rules and, if funded, will do so.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

What is the dollar amount of your request? \_\_\_\_\_

**Please check which focus area you would like to apply for your grant under:**

\_\_\_\_\_ Community

\_\_\_\_\_ Youth

\_\_\_\_\_ Educational

\_\_\_\_\_ Vocational

1. Please tell us a little about your organization and service mission to the community. You may attach additional sheets or material you have readily available.

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2. What will the grant funds be used for? Please be as specific as possible (attach extra sheets if necessary)

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3. Exactly who will be served by this grant? How many people will benefit?

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4. Will you be billing anyone for the use of the assets purchased with the grant funds? If so, who and what will be done with the income of funds?

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5. Why is this money not available or budgeted in your normal annual budget process?

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6. If this is a capital item, how are you going to provide ongoing maintenance?

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7. What effort is your organization putting forth -- or willing to put forth -- to accomplish this project? Are there "sweat equity" contributions, volunteer contributions or matching funds available? If matching funds are being sought, please list where / who they will come from.

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8. Is this project sustainable, or will it need additional funding?

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9. Are you an "Exempt Organization" as defined by the Internal Revenue Service? If so, under which Code Section?

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10. Please specify how you will recognize Rotary should you receive funding?

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11. Please provide any additional comments that were not covered in the above questions.

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