



GREATER WEST CHESTER SUNRISE ROTARY CLUB FOUNDATION

GRANT APPLICATION CHECKLIST

The Grant Application (GA) consists of the following components, which should be submitted in the order listed below. This checklist is provided to help ensure a complete proposal. It does not need to be submitted with the proposal.

Section I: Cover Letter (one page)

Include the purpose of the grant request and a brief description of how the request fits with the GWCSRC Foundation's mission and priorities.

Section II: Summary Sheet Form

Use the 2-page template provided.

Section III: Narrative

Page Limit: 3-page limit; please address all the criteria listed under Narrative.

Narrative Criteria

- 1. Organization Background
- 2. Goals
- 3. Current Programs
- 4. Summary of Program Plan for which funding is requested
- 5. Timeline
- 6. Evaluation
- 7. Collaboration – Opportunity for Rotarian Involvement, if any
- 8. Board/Governance

Section IV: Attachments

Depending on the nature of the request, the following information may be required. Please include it if it is available.

- Organization budget
- Board of directors list
- Annual report, if available
- Program budget, if applicable
- Current (year-to-date) financial statements
- Most recent Audited Financial Statement

Thank you for your time and effort in completing this application.

REVISED 11-24-10



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**GRANT APPLICATION
SUMMARY SHEET**

Legal Name of Organization: _____

Year Founded: _____

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:** _____

Organization's Mission Statement:

Geographic Area Served (specific to this proposal):

Tax Exemption Status:

- 501(c)(3)
 Other than 501(c)(3), describe:

Organization's Current Budget for Fiscal Year Ending: _____



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Grant Request Information

Type of Grant Requested (select one): **Amount of Request:** \$ _____

Program Support – Name of Program _____

Other, specify _____

Total program budget: _____ **Dates: from** _____ **to** _____

Brief description of what the grant will be used for:

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

CEO/Executive Director /President **Date**

If Application is submitted by a Rotarian, please complete the following:

Name of Recommending Rotarian: _____

Club (if not GWCSRC): _____



GRANT APPLICATION NARRATIVE

Page Limit: 3-page limit; please address all the criteria listed below.

1. **ORGANIZATION BACKGROUND.** Discuss the founding and development of the organization. Explain the original issue and/or opportunity the organization was founded to address and how that may have changed over time.
2. **GOALS.** Describe the organization's current goals.
3. **CURRENT PROGRAMS.** Provide a brief description of the organization's current programs. Include population and numbers served. *If this request is for a specific program, describe that program in Question 4; describe the organization's **other** programs here.*
4. **SUMMARY OF PROGRAM PLAN.**
 - (a) Provide a summary of the plan for the program request. Include the issue and/or opportunity addressed, goals, objectives, and activities.
 - (b) Explain why the organization is approaching the issue and/or opportunity in this way.
5. **TIMELINE.** Note the time frame within which the funds will be spent, including timeline of program activities.
6. **EVALUATION.** Describe how the organization measures impact. If this is a specific program request, describe how impact is or will be measured for the program that is the subject of this proposal.
7. **COLLABORATION.** Describe the organization's most significant interactions with other organizations and efforts and opportunities for Rotarian involvement, if any.
8. **BOARD/GOVERNANCE.** Describe how the organization is managed, including the role of the board of directors in advancing the mission of the organization.

OPTIONAL. If there is additional information that is vital to convey in this proposal, do so here. (This must be contained within the page limit.)

REPORT. Please note that a summary report must be submitted within two months of the end of the project. Further requests will not be considered unless a report has been submitted in a timely fashion.