

# WEST BEND NOON ROTARY GRANT APPLICATION INSTRUCTIONS

## GENERAL INSTRUCTIONS FOR COMPLETING WEST BEND NOON ROTARY GRANT APPLICATION FORMS FOR GRANTS OVER \$500 (for grant requests of less than \$500 see Guidelines #1 below)

### INTRODUCTION

West Bend Noon Rotary is one of 31,000 Rotary Clubs in 160 countries. Each of these clubs has the opportunity to provide meaningful service to their communities, region, nation and to the world.

Four guiding principles direct Rotary's decisions:

- 4 Is it the Truth?
- 5 Is it Fair to all Concerned?
- 6 Will it Build Goodwill and Better Friendships?
- 7 Will it be Beneficial to all concerned?

Rotary accomplishes this through direct club service and through its contribution of funds. It is for this reason the West Bend Noon Rotary Club offers competitive grants each year to local, regional, national and international concerns.

The following guidelines provide access to a competitive grant process. You may apply as often as you wish, but only one application per year, per project or need.

For grant requests of \$501 or more, please submit seven (7) complete copies of your grant application, each of which must include the four-page application, page 1 – Certification Form, page 2 – Application Form, page 3 – Itemized Budget, page 4 Project Director Information, plus

- one-page cover letter outlining request
- project narrative detailing the grant purpose and justification (maximum two pages, see Guidelines #6)

One copy of the attached certification form must include the original signatures of the project director and fiscal agent. Project director and fiscal agent should not be one and the same. If this is necessary, please explain why.

Please use a type size of 10 points. Photocopy proposals on both sides to reduce bulk and save paper. Staple each complete proposal in the upper left corner.

### GUIDELINES

- 1 **Grant requests:** \$500 and under are considered mini-grants and should simply be submitted via a letter of request detailing information outlined in Project Narrative (see #6 below) and sent to the address listed in Guideline #2. Mini requests can be submitted at any time, but grants may take 30 – 60 days to process.
- 2 **Grant Cycles:** For grant requests of \$500 and over, please complete the application form as directed and submit either by the January 15 or July 15 grant deadline. Forms can be submitted to the West Bend Noon Rotary Club, P. O. Box 961, West Bend, Wisconsin 53095. Checks for successful applicants (for partial or total funding) may take up to four weeks after the semi-annual review dates for distribution. Additional information may be requested from the applicant further delaying a final decision. Successful applicants must credit West Bend Noon Rotary in all related materials presented to the public.

- 3 **Sponsoring Organization:** must be a nonprofit organization. Describe the form that your project will take. Who will be involved? What will they do? When and where will all this take place? Help us to visualize what we would see if we could witness your program.
- 4 **Project Director and Fiscal Agent:** should not be the same person. The project director is responsible for implementing the proposed program and submitting the final program report to the West Bend Noon Rotary. The fiscal agent is responsible for maintaining financial records of grant expenditures and submitting financial report (s) to the West Bend Noon Rotary. Both should not be from the same family or directly related. If it is not possible to comply with this policy, please explain why.
- 5 **Budget Totals:** Enter totals from your itemized budget on to the cover page. List location, date, and time of any planned public programs related to the grant. Should you receive a grant, we may choose to publicize your public programs.
- 6 **Project Narrative:** We hope this checklist, intended as a guide, will be useful to you in developing a project narrative. We do not want a lengthy proposal; simply provide necessary details of your project.
  - Project or Program Descriptions**
    - Basic objective of the proposal (one paragraph)
    - The problem the proposal will address
    - Potential impact of the proposal on the problem
    - Whom will it benefit, how many people will it impact, and for how long
    - Work plan and time frame for the proposal
    - Will the project need to be supported beyond the period of funding requested?
    - Is this a new or an ongoing activity?
    - What would the consequences be if this project did not receive this grant
    - Has a similar project succeeded or failed? Why?
    - Description of criteria by which the effectiveness of the grant should be judged when the final report is received.
    - Is this a multi-year request? If so, how many years will the program run or request be made, and will the amount requested each year remain relatively the same?
- 7 **Certification Form:** Original signatures are required on one copy of your proposal.
- 8 **Final Reports:** A full accounting of your project should be brief (no more than one page) and include any deviations from the proposed plan. Your final report will be due within 90 days after the grant money is used. This one-two page narrative report should also include a financial accounting and must be submitted to West Bend Noon Rotary Club outlining the results of the project. Both successes and difficulties should be explained. Failure to complete the report will result in future ineligibility for the applicant and possibly the sponsoring organization. The project director may be asked to present up to a 20 minute project program to the West Bend Noon Rotary after completion of the grant program or project.