



## **ROTARY CLUB OF MEMPHIS EAST FOUNDATION GRANT APPLICATION**

### **INSTRUCTIONS**

#### **Types of Grants:**

- Global projects, in many cases collaborating with other Rotary Clubs
- Local projects where a member or members have a passion for meeting a need with both their time and Foundation funds

#### **The Role of the Foundation Board in Approving Grant Requests:**

- Ensure compliance with the Foundation charter
- Ensure compliance with IRS regulations relevant to the Foundation's tax exempt status
- Ensure strict accountability for all Foundation funds and
- Provide a common format for RCME members to submit a grant request

#### **The Basic Criteria for Approving a Grant Request:**

- Compliance with the Foundation charter which specifies that all grants will be for either charitable, scientific or educational purposes
- All grants will be for specific projects within one of the above three categories, i.e.: not for general operating expenses
- Local grants will be for projects where RCME members are actively engaged with the project and agree to be personally accountable for the funds granted, including an end-of-project financial and project success report

## **Grant Application Timeframe**

- Grant applications may be submitted at any time during the Rotary year and will be reviewed and acted upon at the next regularly scheduled Foundation Board meeting
- Grant applications for over \$3,000 or which could be multi-year in nature should be submitted prior to the beginning of a Rotary fiscal year to allow the Foundation Board to give them special consideration
- Those requesting Foundation funds in excess of \$3,000 and multi year in nature will be expected to assist the Grants Chair in applying for monies from the District and Rotary International

## **Restrictions:**

The Foundation generally does not provide funds for:

Salaries or stipends or other forms of compensation

Nonprofit, religious, political or other groups that have as their primary purpose attempting to influence legislation

Sponsorships or advertising

Travel and entertainment expenses for individuals or groups

Organizations that discriminate on the basis of race, color, religion, sex or national origin

National fundraising drives

Replacement of government funding cuts

Operational deficits or regular program expenses of non-profit organizations

Endowments

Projects benefiting RCME members and/or family members



# ROTARY CLUB OF MEMPHIS EAST FOUNDATION GRANT APPLICATION

Rotary Club of Memphis East Foundation  
504 Sanga Circle West  
Cordova, TN 38018

1. Rotary Club of Memphis East Sponsor: \_\_\_\_\_

## 2. Project Funding:

Amount of Grant Requested \$ \_\_\_\_\_

Funds from other sources, if any \$ \_\_\_\_\_

Total Project Cost \$ \_\_\_\_\_

## 3. Project Description:

Check One: Global \_\_\_\_\_ Local \_\_\_\_\_

Check One: Charitable \_\_\_\_\_ Scientific \_\_\_\_\_ Educational \_\_\_\_\_

Describe the need and the object of the Project

---

---

---

4. Project Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

5. Project Impact: *(How it will improve the community and/or the lives of those involved)*

---

---

---

**6. Non-Financial Rotarian Involvement:** *(How will RCME members actively participate beyond providing project financial resources?)*

---

---

---

**7. Responsible Rotarians:** *(Two members that will be responsible for project oversight, funds management, successful completion and end of project financial and operational reports)*

Name: \_\_\_\_\_

Email Address \_\_\_\_\_

Name: \_\_\_\_\_

Email Address \_\_\_\_\_

**8. Publicity:** *(Plans to ensure that Rotary receives appropriate community recognition)*

---

---

---

**9. Cooperating Organizations:** *(Names of any other organizations and their roles in the Project) Add additional page if necessary*

---

---

---

---

**10. Budget:** *(Detailed itemized budget for all funds requested – add additional sheet if necessary)*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**11. Reports and Accountability:** *(The undersigned requestor understands that he/she is personally responsible for accounting for all funds granted by The Rotary Club of Memphis East Foundation and that all funds will be spent in accordance with the above budget. Should there be a need to make a change to the budget during the course of the project, the undersigned will immediately notify the board prior to any actual change. The undersigned agrees not to commit the Rotary Club of Memphis East Foundation for any monies beyond those granted in accordance with the submitted budget. Within one month of the project completion, the undersigned will submit to the Foundation Board a budget line item financial report as well as a written project completion report.)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Printed name)*

Date: \_\_\_\_\_