Charity Grant Application For The Alpharetta Rotary Foundation

Instructions for Completing Grant Application

The Alpharetta Rotary Foundation Grant Committee is responsible for approving and recommending charitable grants from the Alpharetta Rotary Foundation. Each organization requesting a grant is required to complete and submit the following application. Grantees are also required to report on how grant funds are applied and the impact of the funds.

Before submitting an application, we suggest that you review thoroughly the Guiding Principles for awarding funds:

- Organization is a 501(c)3 operation
- Impact of organization on Alpharetta and community
- Alpharetta Rotarian involvement in organization
- Rotary support makes a meaningful contribution to the organization
- Organization provides opportunities for promotion of Rotary
- Larger organizations avoid scheduling events conflicting with Rotary fundraising efforts
- Application is judged based on the work of the organization rather than the specific use of Rotary funds

All applications are due on or before Feb 1st, May 1st, August 1st or November 1st.

In order to assure success of an applicant's request and proper management of the charitable gifts, it is helpful for a member of the Alpharetta Rotary Club to assume the charge of "champion" of the request.

Applications can be submitted to alpharofo@gmail.com Please add "Grant Request Submission" to the subject line.

If you have any questions please email alpharofo@gmail.com

We look forward to assisting you in serving our community and partnering in your efforts.

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Legal Name of Organization:

DBA (if applicable)**:**

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 Information

Mission Statement:

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Geographic Area Served (specific to this ***particular grant*** request)**:**

Tax Exemption Status established 501(c)(3)

Year Founded:

# of Alpharetta residents served:

# of Rotarians involved:

Grant Request Information

Amount of Request:

Financial Information

Project's Budget:

Organization Total Income:

Organization Total Expenses:

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 **Date**

Name of Rotary 'champion' name and email

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Please provide the following supporting documentation with a grant request

Financial Attachments

____1(a). Organization budget
____1(b). Program budget, if applicable to this request
____2. Current (year-to-date) financial statements
____3. Year-end financial statements, most recent available (990) audit

Additional Attachments

___4. Board of directors list and short bios.
____5. Proof of IRS federal tax-exempt status.
____6. Strategic plan as adopted by the board of directors.
____7. Key staff members and short bios.