



Rotary Club of Santa Fe

Chartered 1924

Foundation Grant Application

GRANT OBJECTIVE: Grants will be awarded to organizations located in the City of Santa Fe or surrounding areas with projects or programs that benefit Santa Fe youth and their families

Guidelines for submission of your Grant Application

(Application Deadline: 10/17/2014)

- A. Your organization must be a 501(c)(3) non-profit organization, or work with a fiscal sponsor that is a 501(c)(3), located in the City of Santa Fe or surrounding areas.
- B. The project or program must meet the Grant Objective stated above. Applications must be for projects or programs; they may not be used for general operating expenses or regular staff salaries.
- C. Proposals must be submitted in Microsoft Word or PDF format, with all necessary attachments included, no later than the application deadline indicated above. Applications in other formats will not be considered.
- D. Applications that are received after the deadline or that are incomplete will be disqualified.
- E. The financial range for grants will be from \$1,000 to \$7500.
- F. Applications will not be processed from organizations which have received funding from the Rotary Club of Santa Fe Foundation for both of the past two consecutive years.
- G. All organizations must be in good standing with the New Mexico Attorney General's Office.
- H. All applications should include the following:
 - a. Your organization's current fiscal year budget and its most recent Income and Expense Report and Balance Sheet, including your most recent fiscal year Audit Management Comments Letter or Accountant Management Comments Letter. Do not send the full audit unless requested to do so.
 - b. Your most recent 990 tax form must be available for review – only if requested by the Foundation Grants Committee
 - c. Application must be signed by both your CEO/Executive Director and an officer of the board.
 - d. Please use a separate page to respond to the questions by number and keep word count maximums in mind.
- I. Email your grant application with attachments to: rotarysfgrants@gmail.com



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1. Full Name of Organization: _____

2. Tax ID No: _____

3. Did your organization receive Rotary funding in FY2013? _____ In FY2014? _____

4. Amount of this funding request: \$ _____

5. Provide the name and contact information for both the Executive Director/CEO and the primary person responsible for the successful outcome of this program or project (if different) of the recipient organization:

Executive Director or CEO: _____ Title: _____

Address: _____

Phone: _____ Email: _____ Website _____

Person in Charge of Program - if different from above: _____

Address: _____

Phone: _____ Email: _____ Fax: _____

6. In 100 words or less, please describe the project or program for which you are seeking a grant, indicating start date of project, and completion date - if applicable.

7. In 100 words or less, describe how the project will meet the Grant Objective stated above.

8. In 100 words or less, please identify the unmet need the program or project addresses.

9. In 100 words or less, explain the expected outcomes and how the results will be measured.

10. In 100 words or less, describe how the general public will know that this is a Rotary-sponsored project? Please provide brief details, e.g., your organization's communication outreach, additional publicity in the newspaper or display of the Rotary logo. (Please plan on providing photographs and progress notes during the course of the project.)



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11. Attach an Income and Expense Budget for the project indicating how the funds are to be spent. Explain how you will proceed if you only receive partial funding. If you received a grant in 2014 and have not already done so, please report how these funds were used. (Note that a report of all expenditures must be provided to the Foundation Grants Committee after the completion of the project or when all grant funds have been exhausted, with backup documentation upon request.)
12. In 100 words or less, describe the population this program or project will reach; estimate how many people will be served and provide the basis for this estimate; and outline how results will be measured or otherwise evaluated.
13. In 100 words or less, describe how you will sustain the program or project in the future if you do not receive funds in the next grant cycle.

Successful grant recipients will be notified by 12/15/2014.

I hereby affirm the information contained in the Grant Application is accurate to the best of my knowledge:

Executive Director or CEO Date

Board officer's printed name and signature Date