

**YAKIMA ROTARY CHARITIES**  
**P.O. BOX 464, YAKIMA, WA 98907-0464**  
**(509) 452-8332**  
**yakimarotary@yakimarotary.org**

*Please circle one: My application is for*    **Allocation & Review / Literacy**

**TO ALL GRANT REQUEST APPLICANTS:**

**I. Guidelines of general giving policies for community organizations:**

- A. Rotary tends to favor children and youth and quality of life projects – primarily those projects in which individual Rotarians can also be involved.
- B. Our primary focus is to initiate project development. At Rotary’s discretion and depending on an awardee’s outcomes, Rotary may choose to award funds to a previously Rotary-funded project for an additional period, providing that additional grants will not exceed a total of three years of Rotary funding per project.
- C. Financial support generally will be given for specific innovation of programs or new aspects of existing programs, not for funding routine agency operating costs such as rent, utilities or payroll.
- D. Rotary does not fund requests for travel funds for applicants’ employees.

**II. Applicants should know:**

- A. If you have received funding from the Yakima Rotary that is stipulated as **final year funding** for a project, you must have a gap of one year after that funding award before reapplying for a grant for the same or another project.
- B. The application must be answered completely and all attachments must be provided.
- C. Please be specific about the amount of funds needed, the purpose (goals), and how the funds will be used.
- D. You must be a 501(c)(3) non-profit organization as approved by the Internal Revenue Service. Schools that do not have a 501(c)(3) available through, for example, a school Booster Club or PTA, may also still apply.

**Completed forms must be mailed to:**

**The Rotary Club of Yakima**  
**P.O. BOX 464**  
**Yakima, WA 98907-0464**

**GRANT REQUEST APPLICATION**  
**YAKIMA ROTARY CHARITIES, P.O. BOX 464, YAKIMA, WA 98907-0464**  
**(509) 452-8332**  
**yakimarotary@yakimarotary.org**

**APPLICANT:**

Name of applicant organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Project Name: \_\_\_\_\_

Total dollars needed for this new project: \_\_\_\_\_

Amount requested from Rotary for this project: \_\_\_\_\_

**BACKGROUND – Please provide the following as attachments:**

*Please note that school applicants do not need to respond to A through D:*

- A) A photocopy of your organization’s IRS determination letter granting 501(c)(3) status tax exemption.
- B) A photocopy of the most recent IRS Form 990.
- C) A list of names and positions of board members and officers.
- D) Most recent balance sheet & consolidated income statement.
- E) A table showing all grant awards of more than \$2,500 received in the last two years and expenditure status of those grants (see example below)

Year	Amount	Awarded From	\$ Remaining as of xxx/xx/xxxx

**GRANT REQUEST – Please provide responses to the following; may not exceed two (2) total pages.**

- 1) Statement of Mission and/or Primary Purpose of Organization
- 2) How long has your organization been in existence?
- 3) Description of need for current request
- 4) Description of how individual Rotarians could be involved in your project
- 5) Total costs of current project
- 6) List of other pending requests or received sources of funds for this specific request
- 7) Measures that you will use to demonstrate project success
- 8) Description and timeline of how you will notify Rotary of your project outcome—this must be done no later than 12 months after grant receipt.
- 9) Description of how Rotary’s participation will be acknowledged
- 10) Other information you believe will be useful in the evaluation of this request

Signature of applicant: \_\_\_\_\_ Printed name: \_\_\_\_\_

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