**Rotary Club of Prior Lake - District 5960 - Club 2163**

**Chartered October 15, 1978**

**Funding Request Application**

**Guidelines for Submission**

The mission of the Rotary Club of Prior Lake is to enhance the quality of life for the residents of the Prior Lake area and people throughout the world.

The Rotary Club of Prior Lake established a Community Service Team to review funding requests on a quarterly basis from community-based charitable organizations. Please review the following criteria before completing the Funding Request Application. There are four grant cycles each year with application deadlines of July 1, October 1, January 1, and April 1.

Eligible Organizations are required to:

1. Have a classification as an organization exempt from federal income tax under

IRS 501(c)(3) and valid IRS Tax Identification Number

1. Provide direct services and have a lasting impact
2. Serve residents of the City of Prior Lake, its surrounding townships, Scott County or another Rotary club is making the request.
3. Serve groups in areas of community assistance/low income, education, environment/sustainability, and healthcare needs
4. Use funds within one year of the award

Rotary Club of Prior Lake does not fund:

1. Individuals or for-profit businesses
2. Religious organizations or activities
3. Political organizations, lobbying or legislative activities
4. General operating expenses or endowments
5. Projects outside service area except if requested by another Rotary Club.
6. Multi-year requests

Complete the Funding Request Application and email the following attachments to:

Bill Zimbinski [bill@billzimbinski.com](mailto:bill@billzimbinski.com)

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Funding Request Checklist for Submission:

☐ Completed Funding Request Application

☐ Summary of program/project description (one page)

☐ Evidence of IRS 501(c)(3) tax exempt status

☐ Organizational and program budget with income and expenses

☐ Additional information that is pertinent to this request (brochure, letter of support, etc.)

**Funding Request Application**

Date of request: Click or tap here to enter text. Date funding needed: Click or tap here to enter text.

Amount requested: $Click or tap here to enter text.

Program/Project Title: Click or tap here to enter text.

IRS 501(c)(3) Tax ID Number: Click or tap here to enter text.

Exemption Date: Month Click or tap here to enter text. Year Click or tap here to enter text.

Organization name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip Code: Click or tap here to enter text.

Executive Director: Click or tap here to enter text.

Phone and website address: Click or tap here to enter text.

Name to contact regarding proposal: Click or tap here to enter text.

Phone and email address: Click or tap here to enter text.

Submit a one-page summary of proposed program/project describing the following:

1. Mission of organization
2. Need in the community
3. Goals and objectives in measurable terms and how they align with your mission
4. Key activities and time frame
5. Age and ethnic groups served
6. How the project impacts Prior Lake, its surrounding townships, or Scott County
7. How the dollars will be used for this funding request
8. How you will measure the success of your program/project

A. Are there any other Rotary Clubs that provide funding?

Click or tap here to enter text.

B. Do you need “in-kind” products, services or assistance in lieu of funding? If yes, please describe what is needed.

Click or tap here to enter text.

C. Has your organization supported our club in the past? If yes, please explain.

Click or tap here to enter text.

D. Is your organization willing to help our club with projects such as highway clean-up, Gateway Park maintenance, Little Libraries, Lakefront Music Fest, etc.? If yes, please list the areas where your group would be willing to help.

Click or tap here to enter text.

E. Will the Prior Lake Rotary Club receive any recognition from your organization if this funding request is approved? If yes, please describe.

Click or tap here to enter text.

F. Names of Rotarians affiliated with this organization:

Click or tap here to enter text.

G. Has your organization received previous funding from the Rotary Club of Prior Lake?

Year Click or tap here to enter text. Amount $Click or tap here to enter text.

Program/Project Title Click or tap here to enter text.

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Program/Project Title Click or tap here to enter text.

Year Click or tap here to enter text. Amount $Click or tap here to enter text.

Program/Project Title Click or tap here to enter text.

Thank you for your request. You will be contacted with a funding determination after review by the Community Service Team. This process may take up to 90 days.

**Submit your completed Funding Request Application and attachments to:**

**Bill Zimbinski at** [**bill@billzimbinski.com**](mailto:bill@billzimbinski.com)