

Rotary Club of Longmont Charity Fund Grant Application

Legal Name of Organization:

DBA (if applicable):

Mailing Address (and Physical Address if it is different and not confidential):

Phone:

Fax:

EIN:

Website:

Organization Email Address:

Name of CEO or Executive Director:

Phone:

Email:

Application Contact & Title (if *not* the CEO or Executive Director):

Phone:

Email:

Organization Information

Year Founded:

Mission Statement:

Geographic Area Served (specific to this proposal):

Tax Exemption Status:

501(c)(3)

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Number of Employees: Full-time:

Part-time:

Grant Request Information

Type of Grant Requested:

Amount of Request:

\$

Program or Project Support
Name of Program or Project:

Describe what the grant will be used for:

Financial Information

Organization's Current Budget for Fiscal Year Ending:

Income:

Expenses:

AND, if other than a general operating request,

Program or Project Budget:

Dates: from:

to:

Income:

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

NARRATIVE

Rotary Club of Longmont Charity Fund Grant Application

Please answer these questions in four pages in 12 point font.

- 1. ORGANIZATION BACKGROUND.** Discuss the founding and development of the organization.
- 2. GOALS.** Describe the organization's current goals.
- 3. CURRENT PROGRAMS.** Provide a brief description of the organization's current programs. Include population and numbers served, as well as expected results.
- 4. PROGRAM OR PROJECT REQUESTS ONLY.**
 - a) Provide a summary of the plan for the program or project request. Include the issue and/or opportunity addressed, goals and objectives, activities, and timeline.
 - b) Explain why the organization is approaching the issue and/or opportunity in this way.
- 5. EVALUATION.** Describe the organization's overall approach to evaluation.
 - a) Describe how the organization measures impact. If this is a program request, describe how impact is measured for the program that is the subject of this proposal.
 - b) For program or project requests: Summarize key evaluation results or findings that demonstrate the program or project impact. Indicate the time frame for the results or findings.
- 6. COLLABORATION.** Describe the organization's most significant interactions with other organizations and efforts. For program and project requests, address this question with respect to that program or project only.
- 7. INCLUSIVENESS.** Describe how the organization strives to be inclusive in its programs, staff, board, and volunteers, and describe the progress to date.
- 8. BOARD/GOVERNANCE.** Describe the role of the board of directors in advancing the mission of the organization.
- 9. VOLUNTEERS.** Describe how the organization involves volunteers within a typical 12-month time period. Include number of volunteers and hours (if tracked by the organization).
- 10. PLANNING.** Describe the challenges and opportunities facing the organization in the next three to five years. Additionally, describe how the organization engages in planning and describe the focus of any current planning efforts.

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ATTACHMENTS

Label each attachment and provide in the order listed.

Financial Attachments

1. **BUDGETS.** Include revenues and expenses.
 - a) The organization's operating budget for the current fiscal year. If available, also include the budget for the upcoming fiscal year.

If the request is for a program or project, also include:
 - b) Program or project budget for the program period.
2. **CURRENT (YEAR-TO-DATE) FINANCIAL STATEMENTS.** Include a Statement of Financial Position (Balance Sheet) and Statement of Activities (Income and Expense Statement) through the most recently completed operating month available (must be within the past three months). Provide the Statement of Activities in a budget-to-actual format if the organization uses that format.
3. **YEAR-END FINANCIAL STATEMENTS, AUDIT, AND SOURCES OF INCOME.** Include the most recent fiscal year-end financial statements, audited if available. If the organization has an audit, but it is not available for the most recent fiscal year-end, also include the most recent audit.
4. **BOARD OF DIRECTORS LIST.** Include the following information for each board member:
 - Position(s) on the board (officer and committee positions)
 - Occupation and name of employer and/or affiliation(s)
 - City or county of residence
 - Term end date for each board member
5. **ANNUAL REPORT,** if available.
6. **EVALUATION RESULTS (optional):** Provide the organization's most recent evaluation results or findings, relevant to this request.