

GRANT APPLICATION GUIDELINES
BARTLESVILLE ROTARY CLUB FOUNDATION

The following guidelines are to provide general direction in evaluating a grant application for consideration by the Bartlesville Rotary Club.

1. The grant application must include a completed Bartlesville Rotary Club Foundation Grant Application and must be from a recognized non-profit charitable organization that is certified under IRS regulations, such as a church, school, college, government entity or foundation.
2. High priority will be given to a charitable organization in which Rotarians and/or their spouses are donating their time and services.
3. The number of persons projected to benefit from the grant will be given high consideration.
4. The grant application must address a specific project of the requesting organization. Requests for donations to a general fund, unspecified use or general operating expenses will not be considered.
5. Preference shall be given to grant applications from community and civic organizations staffed largely by local volunteers. In general, donations shall not be made to support large national organizations that have professional staffs and engage in annual fund drives. However, Rotary International projects and programs will be given full consideration.
6. Challenge grants or matching funds from the requesting organization or third parties shall be a strong positive factor.
7. Each donation is generally a one-time grant. Receipt of a previous grant does not assure receipt of a new donation.
8. Requests for supplemental grants due to cost over runs will not be considered.
9. The Bartlesville Rotary Club and/or Rotary International should be clearly identified as the fund donor.
10. A representative from the requesting organization is encouraged to attend the Bartlesville Rotary Club Board meeting when the donation request is to be considered.

Approved by Bartlesville Rotary Club Board: January 13, 2014

BARTLESVILLE ROTARY CLUB
P.O. Box 881
Bartlesville, OK 74005

**BARTLESVILLE ROTARY CLUB FOUNDATION
GRANT APPLICATION**

NAME OF ORGANIZATION MAKING REQUEST: _____

IS THE ORGANIZATION INCORPORATED AS A 501(C)(3) OF THE INTERNAL REVENUE CODE? _____

[You may be asked for verification of your IRS charitable status]

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

PROJECT: _____

TOTAL PROJECT COST: _____

DOLLAR AMOUNT REQUESTED: _____

IDENTIFY OTHER FUNDING SOURCES, IF ANY: _____

ROTARIAN INVOLVED WITH ORGANIZATION: (State their position in the organization.)

POPULATION TO BE SERVED: Identify the target population. _____

DOCUMENTATION OF NEED: Record any evidence of the need for the project.

OBJECTIVES: Express project objectives in terms of measurable outcomes.

Applicant Signature: _____ **Date:** _____

Submit request to: **Bartlesville Rotary Club**
Grants Committee
P.O. Box 881
Bartlesville, OK 74005

Email: geohalk@gmail.com

Note: Timely submission of grant requests to the Grants Committee should be considered. The Bartlesville Rotary Club Board of Directors meets the 2nd Monday of every month and will consider grant applications at that time based on the recommendation of the Grants Committee.
Mydoc/rotary/grantapplication Approved: January 13, 2014