

# The Rotary Club of Jenkintown

PO Box 191, Jenkintown, PA 19046

## INSTRUCTIONS FOR APPLICANTS SEEKING FINANCIAL SUPPORT

Applications are accepted no later than August 10, 2018. Requests for emergency grants will be considered as needed. Grants typically do not exceed \$1,000.00. Application must be made annually for repeat funding. All requests are reviewed by a committee appointed by the President, and approved by the Board of Directors. Funds are generally distributed at a Rotary Club meeting later in the fall.

### Review Criteria

Successful grants will fulfill the goal of Rotary "*...to encourage and foster the ideal of service as a basis of worthy enterprise....*"

### Proposals will be evaluated on the basis of:

1. Program/Project fulfills the Rotary Four-Way Test:

***Is it the truth?***

***Is it fair to all concerned?***

***Will it build goodwill and better friendships?***

***Will it be beneficial to all concerned?***

2. Program/Project Quality
3. Community Impact
4. Ability of applicant to carry out the proposal

### Eligibility

Project/program will take place within one year and will be open and available to the public, or serve a public need.

If an organization, one of the following must apply:

- Organization is a 501(c)(3), 501(c)(4), 509(a)
- Organization is a unity of government or school
- Eligible to receive donations as charitable contributions under section 170(c) of IRS code.
- Organization is new and has applied for, or is considering applying for, non-profit corporate status.

### Limitations

Grants may NOT be used for projects or programs which:

- give academic credit
- have a religious purpose
- are cash prizes or awards  
(rotary funded scholarships are available, see [www.rotary7450.org](http://www.rotary7450.org) for more information.)
- are fundraisers
- are used for hospitality expenses such as parties or receptions
- are used for lobbyist payments

### Organizations receiving grants will be asked to:

1. Do a press release recognizing Rotary Club of Jenkintown support.
2. Make a presentation to the Club about the project (this is recommended before you apply)
3. Submit a final report before requesting for more funds (can be a part of the application).

*If you have any difficulties completing this application, please contact:*

John Di Benedetto at 215 285-9040 or [john@dibenedettoarchitects.com](mailto:john@dibenedettoarchitects.com)

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## APPLICATION FOR FINANCIAL SUPPORT

*Please answer all questions as incomplete applications cannot be considered.*

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

Name of Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal or Zip code: \_\_\_\_\_

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

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

Phone \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Rotary Member Sponsor: \_\_\_\_\_

(If there is no sponsor, one will be assigned by our club)

Is the Organization tax-exempt? \_\_\_\_\_ Have you receive funds from Rotary before? \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_

Mission Statement or Purpose of Your Organization: \_\_\_\_\_

When and where (include date(s), location name(s)) will your project take place?

Please estimate the number of individuals who will be served by the project or program: \_\_\_\_\_

In a ONE page letter, please describe your request, including answers the following questions:

1. *What are you proposing and what are the goals of the program/project?*
2. *How does the project address Rotary goals?*
3. *Describe your planning process and who else is involved?*
4. *What are the other resources needed to carry out the project/program?*
5. *What target audience and/or community will benefit?*
6. *How will you know if the project is successful?*
7. *If you received funds last year, was that project completed and what was the result?*

Please enclose the following:

1. *Copy of IRS Tax Exemption Ruling or Determination (new applicants only, if applicable)*
2. *List of members of your organization's Board of Directors*
3. *One copy of a brochure, press clipping, et cetera, that may help us in considering your request*
4. *Project budget, if appropriate*
- 5.

**Submit to: John DiBenedetto 201 York Road @ Summit Avenue, Suite 1A, Jenkintown, PA 19046**  
**john@dibenedettoarchitects.com 215-285-9040**