

Grant Application for Funds from the 2011 Wild Game Feast

BACKGROUND

Any project involving a charitable organization requires the organization to be a 501(c)(3). The funds are raised at Rotary's annual WILD GAME FEAST, which is held in March of each year. The recipients of the Grant funds are chosen by the Board of Directors of the Foundation after it has reviewed all the applications. The net proceeds generated by the WILD GAME FEAST vary; and therefore a specific amount cannot be guaranteed. The Foundation's actual contribution will be determined by the Board of Directors.

CRITERIA

While all ideas/projects will be considered, the Board has historically favored projects that adhere generally to the following guidelines:

1. All recipients must be certified as charitable organizations by the Internal Revenue Service and be listed in the current edition of PUBLICATION 78, the comprehensive list of qualified charitable organizations maintained by the IRS.
2. The project must benefit citizens of Alachua County.
3. Generally, the request should be for a one time only project; projects requiring continuing financial support are usually not granted.
4. Generally, requests for capital equipment and facilities are strongly favored over requests for operating funds.
5. Lobbying of the Board members of the Foundation is prohibited.
6. The Grant application must be complete. **DEADLINE is September 15, 2010.**
7. Grant funds must be used for the purposes in the request and as communicated to the Foundation in the application. Distribution of funds will be contingent upon progress in completing the project.
8. A suitable form of recognition/acknowledgment of the grant should be attributed to Rotary Clubs of Gainesville Foundation, Inc.

*Applicants for funding must clearly address each of the following questions on the letterhead of the Organization, by number, **using the numbering system and the order indicated (e.g. 1a or***

2c or 3b etc.). It's very important that each member of the review committee can easily find your response to each of the following questions. This is the minimum information required. Each applicant is encouraged to submit any additional information that presents its Project in the best light.

1) **THE ORGANIZATION**

- a. What is the name and address of the Organization that is making the application?
- b. Who is the Contact Person for the Organization; and how can he or she be contacted? The Contact Person may be asked to make a formal presentation, on behalf of the Project, to the Foundation Board of Directors.
- c. Is the Contact Person a member of any of the five Alachua County Rotary clubs?
- d. Is the Contact Person directly affiliated with the Organization? If not, what is the relationship?
- e. Is the Contact Person a member of the Board of Directors of the Rotary Clubs of Gainesville Foundation, Inc.? Foundation Board members are not eligible to represent an organization.
- f. What was the date the Organization was formed?
- g. Is the Organization recognized by the Internal Revenue Service as a non-profit, tax exempt organization? If yes, please attach a copy of IRS's ruling.
- h. What is the Organization's Federal Employer Identification Number?
- i. What type of entity is the Organization?
 - i. Corporation: Attach a copy of the Articles of Incorporation and the by-laws.
 - ii. Trust: Attach a copy of the Trust Indenture.
 - iii. Other: Attach a copy of the Constitution or Articles of Association and the by-laws.
 - iv. Public Government Agency
- j. What are the Organization's sources of financial support? Please list in order of percent of total support.
- k. What is the total amount of support and revenue received by the Organization from all sources for the past fiscal year?
- l. Of all the support and revenue received by the Organization for its last fiscal year what percentage went to:
 - 1. Fund raising?
 - 2. Disbursements to members of the Organization?
 - 3. Compensation to officers, directors and trustees of the Organization?
 - 4. Other salaries and wages?
 - 5. Payments to outside consultants?
 - 6. Rent?
- m. What are the Organization's programs and activities?

- n. Does the Organization control, or is it controlled by, any other organization? If yes, please explain.
- o. Is the Organization financially accountable to any other organization? If yes, please explain.
- p. What assets does the Organization have that are used in the performance of its functions?
- q. What is the Organization's annual budget. Please include the most recent copy of your 990.

2) THE PROJECT

- a. What is the Organization's Project? Please describe it in detail.
- b. If the Project is funded, how would Rotary be recognized?
- c. What is the geographic area the Project will serve? (e.g., the City of Gainesville, or Alachua County, or the City of High Springs, etc.)
- d. How does the Project benefit, improve or serve the Alachua County community?
- e. Does the completion of the Project depend on receipt of this Grant?
- f. How many people in each of the following categories will benefit from the Project?
 - 1. Economically disadvantaged
 - 2. Socially disadvantaged
 - 3. Disabled youth
 - 4. Youth
 - 5. Senior Citizens
 - 6. Other- please identify and explain

3) USE OF GRANT FUNDS

- a. How much Grant money is the Organization requesting for its Project from the Foundation?
- b. Is this Grant the major funding source of the Project?
- c. How will the Grant funds be used?
- d. What are the other funding sources of the Project, and what commitments have you received?
- e. What is the total budget or cost of the Project including all sources of funds?

4) THE ROTARY SPONSOR

- a. Who is the Rotary Sponsor of this Project? Please give name, address, phone number, fax number and e-mail address.

5) FOUNDATION POLICY ON LOBBYING

Any contact by either a Grant applicant or someone representing a Grant applicant with a member of the Board of the Foundation for the purpose of promoting the applicant’s request during the selection, presentation or balloting process is a violation of the selection procedure; and can lead to the disqualification of the applicant’s Grant application. Lobbying efforts by a Foundation Board member on behalf of an applicant will have a negative effect on the applicant’s request. Lobbying activity may detract from the merit of an application. The Foundation intends to select what it views as the most worthy project based on the merit of the application and the criteria set forth herein; and not on any lobbying (no matter how well intended). The Foundation intends that the process is fair to all concerned.

6) CERTIFICATION BY THE APPLICANT

The following certification, by the applicant, must accompany each Grant application. Failure of the applicant to attach and execute the Certification may lead to disqualification of the application without further consideration by the Foundation Board.

I certify, to the best of my knowledge, that the statements and information contained herein are true and correct. I understand the Board’s policy on lobbying activities, and will comply with it.

Dated:_____

Applicant, Organization:_____

Signature of authorized person for applicant Organization

Typed name and title:

Address:

Phone number:

7) WHEN and WHERE and HOW MANY

The DEADLINE for submittal of your Application for Grant is **5:00PM on Wednesday, September 15, 2010**. For those submittals which are mailed, the complete submittal must physically be in the Foundation’s possession no later than the close of business on Wednesday, September 15, 2010. You are encouraged to submit your proposal by email to: FeastMaster@RotaryGainesville.org.

Send or deliver your Application to:

Rotary Clubs of Gainesville Foundation, Inc.
FeastMaster@RotaryGainesville.org

Mailing address: 3740 NW 37 Avenue
Gainesville, Florida 32605

Questions: Phone: 352- 318-1997
Grace Lambert-Horvath
Glambert3@cox.net

A complete application for Grant must contain **ONE (1) original plus three (3) copies** of the entire submittal unless submitted by email. Incomplete submittals— those containing fewer than the required copies— cannot be reviewed. Elaborate and/or expensive applications are discouraged. Please keep your application as simple and cost effective as possible.