

**McLean Rotary Club  
Instructions  
Service Project Grant Application Due February 7, 2017**

This application is to be filled out by the **McLean Rotary Club Project Champion**. Project Champions are actively involved with or have first hand knowledge of the worthy causes for which they are seeking support.

The application (provided in fillable Word format) is straightforward and easy to complete on your computer using the instructions enumerated below. Type responses into the fillable fields found following the questions.

**IMPORTANT:** Use the “Save As” command (found under “File” at the top of the menu bar) to save the completed application in a location where you can find it on your computer. Include your name (last with first initial) placed at the beginning of the new file name you create (example): Doe,J.GrantApplication2017

Email the completed Application file to Carol Stone (Carolstone@mac.com).

Please contact Carol if you have any questions.

**Note regarding the Signature Page:**

1. Submit the Application completed through Item 18 by email with Signature Page left blank.
2. Print the Signature Page and obtain the required signatures.
3. Return the Signature Page (or a scan of the page) to Carol Stone (carolstone@mac.com).

**1) Application date:** Type date on which you submit the application. Reminder: Due date is 2/7/17.

**2) Type of Request:** Indicate whether requested funds will support either a specific project, or general operations of the organization.

**3) Recipient Organization (name):** Organization to which grant award would be made.  
(Website): If organization has website, please provide URL. If not, indicate Not Available or NA.

**4) Organization Primary Contact for this Project (name and title):** List primary contact person at the organization for this request. In some instances this may be the CEO or Executive Director; in others, the project director or coordinator.

**5) Organization Description (up to 50 words):** Describe briefly the mission and/or goals of the organization and the primary population(s) it serves.

**6) Organization Budget and Tax Status:** This information can usually be found on the organization’s website or in its most recent Annual Report.

**7) Proposed Service Project (title):** Provide descriptive title for specific project to be funded.

**8) MRC Project Champion (name):** Indicate Club member who is completing and submitting this application.

**9) Service Project Category (indicate one using “x”):** The recipient organization and/or specific service project may serve the needs of multiple populations and involve several areas of focus. However, for the purposes of this application, choose one category that most closely describes the primary area or population the grant is intended to support.

**10) Proposed Service Project Description (up to 50 words):** Describe briefly the specific project for which you are requesting a grant.

**11) Who will benefit from this project (up to 25 words)?** Describe briefly the target population(s) to be served by the specific project or organization proposed for funding.

**12) Indicators by which the success of the project may be evaluated (list up to five in up to 50 words):** Describe briefly how success of the project will be measured or indicated.

**13) Proposed Service Project Total Budget and Time Period**

- **Total Project Budget (\$):** Indicate the total amount required for this project. This may be more than or the same as the specific amount requested, since funding requested through this application may be for only a certain portion of entire cost of a project.
- **Time Period of Project:** If applicable, please indicate estimated start and completion dates for project. It is assumed that operational funding requests are for a single fiscal year.
- **Disbursement and Notification Needs:** If approved, is there a date by which the proposed recipient needs to be notified of award and/or a date by which funding is needed?

**14) Amount Requested of McLean Rotary Club Foundation (MRCF) (\$):** This is the specific amount requested through this application.

**15) How many times has this organization and/or project been funded by MRCF in the past five years?:** If this is a first time request on behalf of the organization or project or if prior requests within the past five years have not been funded, indicate “0” or zero.

**16) List awards by MRCF to this organization and/or project in the past five years (begin with the most recent (\$):** if not funded in the past, indicate “0” in the first box.

**17) Total Other Financial Support (pending or requested) for the Project:** Provide this information, if available or known. Otherwise, indicate “Unknown.” It is assumed that operational funding requests are one among many sources of financial support for an organization. If MRC Foundation is or anticipated to be sole source of support for specific project or organizational operational funding, this should be noted.

**18) McLean Rotary Club (MRC) Member Involvement in the Project:** Please indicate type and duration of involvement (e.g., member of Board, active volunteer, donor or provider of other support, etc.) by Project Champion and other MRC members. Opportunities for additional involvement by Club members should be noted, if available.

**19) AUTHORIZING SIGNATURES page:**

- Submit the application completed through Item 18 by email with the Signature Page left blank.
- Print the Signature Page and obtain the required signatures.
- Return the Signature Page (or a scan of the page) to Carol Stone.

Please Note: If your request is funded, as Project Champion, you will be required to provide a brief report (one page or less; template to be provided at time of grant award) summarizing how the grant funds were used, indicators of project success, and how support by the MRC Foundation was acknowledged through website or promotional material. Most organizations acknowledge their donors, sponsors, and partners in their annual reports and/or on their websites. Project reports will be due three months after project completion or by June 15, 2017.