

THE DENVER ROTARY CLUB FOUNDATION

2010-2011 Grant Application Instructions

Please provide the following data about the organization, contact information and proposal:

Organization/Contact Information:

- Rotary Club Nominating Member or Committee
- Organization Name
- Organization Contact Name/ Position
- Address of Organization
- Telephone Number
- Fax Number
- Email Address

Proposal Request Information:

- Program Name
- Requested Amount
- Requested Funding Date (month/year)
- Geographic area served
- Type of support (general or program)

APPLICATION QUESTIONS

In a **maximum** of four one-sided pages, please answer the following questions. Label each section of your proposal using the six categories presented in bold in the text of these instructions. Organize the sections of your proposal in the following order: **Background, Proposal, Finances, Collaborations, Evaluations, and Additional Information.**

BACKGROUND

Please describe the mission, history and overall goals of your organization. Briefly discuss current main programs, including unduplicated number of clients served during the most recently completed fiscal year.

If your organization was awarded a grant from Denver Rotary last year, summarize that grant and how the funds expended specifically and your evaluation of effectiveness.

PROPOSAL

The Denver Rotary Club Foundation awards both general support and program-specific grants. If you are requesting general support, state how this grant would be used to further your mission and programs of your organization.

If your request is for a specific program, describe the program, the community need it addresses, and the target population to be served. Please include the following breakdown; numbers served, race/ethnicity, economic status and gender.

Explain how your organization and this funding request in particular, addresses all of the Assets for Youth a copy of which is attached.

FINANCES

Please provide your most recent year-end financial statement including balance sheet and profit and loss. Please also submit a summary of your current operating budget showing all funding sources, including all Rotary grants, and what proportion we are to the total.

COLLABORATIONS

Share any significant collaborations and/or networking relationships in which your organization is currently involved.

EVALUATION

For **general support proposals**, briefly explain the organization's evaluation efforts during the most recently completed fiscal year.

For **program proposals**, briefly explain how you have measured the effectiveness of the program in the past. Also discuss how you will continue to evaluate program effectiveness.

ADDITIONAL INFORMATION

If there is any other relevant information you wish to provide in support of this request, please do so in this section. This information might include recent major accomplishments, challenges of the organization, uniqueness of board and/or staff, statistics or studies that demonstrate community need, program effectiveness and impact, etc.

Keep in mind that your application can be no longer than four one-sided pages including all information in the six sections listed above section.

Also please see attached Foundation Granting Guidelines.