



The Rotary Club of West Chester Community Philanthropic Grants 2023 – Application for Funding

Requesting Organization

Explanation: The Requesting Organization is the IRS recognized, non-profit organization to which the funds are entrusted. The contacts must be members of the Requesting Organization.

Please note for 2023 ALL submittals must be sent electronically, not USPS mailed. The selection committee will only accept emailed submittals by the June 1st deadline.

grants@westchesterrotary.us

Requesting Organization: _____

Address _____

Mailing Address (if different) _____

Website _____ Fax _____

Primary Contact: _____

Title/Position _____

Address (if different) _____

Email _____

Phone

Mission Statement

Application: See pages 1-4

Instructions: See pages 5 (Detach instructions before submitting)

Name of Organization: _____

Activity Description

<p style="text-align: center;"><u>Amount of Request</u></p> <p>\$ _____</p> <p style="text-align: center;">Amount of Request as % of Annual Budget _____</p>
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The Community Philanthropic Committee (CPC) evaluates applications for their ability to meet humanitarian needs in the greater West Chester community, the quality of the program to deliver the services, and the match to the overall strategy of the club to have a broad, but meaningful impact in the community.

In this section, describe in detail the humanitarian need your activity will address, what you intend to accomplish, and how you will do it, including how the activity will benefit the community need, the relevant demographics of the intended beneficiaries and number of people to be served. Provide an estimate of the length of time needed to accomplish your objective.

Specific Locations Served: _____

_____ Number of persons served by activity

_____ Number of persons served by organization

Detailed description of the activity to be funded:

(Use separate page if more space is needed.)

Explanation: Requested funding should be only for direct cost of the activity and not for indirect costs, unrelated activities, fund-raising or purely religious activities.

Explanation: Clearly list all financing sources, both in hand and anticipated, for the activity.

Revised 02/2023

Name of Organization: _____

Members of The Rotary Club of West Chester involved with your organization. Please provide their names and describe their roles:

Name:	Role in Organization:
_____	_____
_____	_____
_____	_____

Checklist: Did you provide?

- _____ Application
- _____ Evidence of IRS 501 (c) 3 status
- _____ Financial statements: audited financial statements and balance sheets from most recently completed fiscal year or IRS form 990

ONLY ONE SUBMISSION PER ORGANIZATION WILL BE CONSIDERED

Authorizations

Explanation: Authorizations ensure that all parties involved are aware of, and interested in, pursuing the described activity.

Signature: This application should be signed by someone authorized to commit the organization, usually the executive director. It is an indication that the information in this application is true and accurate and a commitment that the activity will be implemented as presented. Further, it is a commitment that no relationship described herein will involve a conflict of interest or any other unlawful activities. A conflict of interest is defined as a situation in which a person is in a position to influence the spending of the funds awarded, or influence decisions in ways that could lead directly or indirectly to financial gain for themselves, a business colleague, or his/her family, or give improper advantage to such. (Note: Any and all exceptions must be explained in an attached statement).

Sponsoring Rotarian (optional): This is an indication of a Rotarian who is affirming their support of the activity. The Rotarian can sign this document or send a separate letter or email of support.

Requesting Organization		Sponsoring Rotarian (optional)	
Name		Name	
Title		Title	
Organization		Rotary Club/District	
Email		Email	
Signature		Signature	
Date		Date	



The Rotary Club of West Chester Community Philanthropic Grants Instructions for Applicants

*****2023 Application*****
Deadline: Thursday, June 1, 2023

The Rotary Club of West Chester provides financial support for worthy, non-profit organizations in the Greater West Chester Community. The Community Philanthropic Committee (CPC) evaluates applications for their ability to meet human needs in our community, the quality of the program to deliver the services, and the match to the overall strategy of the club to have a broad, but meaningful impact in the community.

What is the size of the grant?

The basic CPC grant is in the range of \$500 to \$5,000. There are numerous grants each year.

What are the requirements for funding?

- The mission of the organization and purpose of the proposed grant must be to provide humanitarian services that address a community need in the greater West Chester community.
- Applicant must be an IRS recognized, non-profit organization.
- The Applicant must provide an application (as described herein) which describes the mission of the organization, the nature of the project for which funding is requested, appropriate financial information, and evidence of 501(c) 3 status. The application must be submitted by someone authorized to commit the organization and who is certifying to the correctness of the information provided.
- Requested funding should be only for direct cost of the project and not for indirect cost, unrelated activities, fund-raising or purely religious activities.
- Funds are to be treated as a sacred trust to be spent as described in the application. Any material change in the nature of the project or the expenditures should be reviewed with the CPC Committee.
- Include in the application the name of any Rotarian who is sponsoring/supporting this project together with their role in your organization.
- Upon completion of the project, the CPC Committee should be informed of its completion together with an indication of whether the project goals were met.

How to apply?

Applicants must complete and submit an *Application for Funding* together with supporting documentation **by June 1, 2023**. Supporting documents include proof of 501(c) 3 status and latest audited financial report or IRS Form 990.

Send completed applications by email to: grants@westchesterrotary.us

The 2023 grant application can be found on the Rotary Club of West Chester web site at www.westchesterrotary.us

It is important that you submit your grant request using the 2023 version of the application. Applicants will be notified by September 15, 2023. CPC grants will be distributed by November 15, 2023. Please review the requirements carefully, fill out the application completely and submit the application and supporting documentation on time. Incomplete or late submissions are generally not considered. If you have any questions or concerns, please email CPC@westchesterrotary.us for assistance