



# GREECE ROTARY

## Request for Funding

### Organization Information:

Organization: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Chief Executive: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Financial Structure: 501 (c) 3: Yes \_\_\_ No \_\_\_ Other: \_\_\_\_\_

1. Purpose for which funding is requested: \_\_\_\_\_

\_\_\_\_\_

Amount of funding requested: \$ \_\_\_\_\_ Date the funding is needed: \_\_\_\_\_

Total amount needed for Project/Program: \$ \_\_\_\_\_

What other sources will you receive funding from: \_\_\_\_\_

\_\_\_\_\_

2. Please give a brief description as to how this funding will benefit your organization and the Greece/Rochester Community:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. How will your organization publicize this grant? \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## **Criteria for the Grant Request:**

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- 1. The requesting organization will reside/operate in the Town of Greece or Greater Rochester Area.**
  - 2. The organization will be able and willing to demonstrate the need for funding.**
  - 3. The requested grant will be used specifically for projects/programs to meet the needs of those individuals or organizations in the Town of Greece or the surrounding community.**
  - 4. Funds will, generally, be granted for one time, special project expenses.**
  - 5. Funds will not be granted for construction or acquisition of real estate, liquidation of loans, or fiduciary obligations, or for general or ongoing operating expenses, such as salaries, rent or utilities.**
  - 6. A final follow up report will be submitted once the grant has been utilized, indicating how the money was used and how it benefited the organization and/or individual. (Due by December 31)**
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## **Timeline for the Grant Request:**

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- 1. A Request for Funding must be postmarked between January 1 and February 29, 2012 .**
  - 2. Greece Rotary Grant Review Committee will review applications in March. A meeting in March with the grant review committee may be required if questions arise.**
  - 3. The committee will make its recommendations to the Greece Rotary Board of Directors in April, in conjunction with the annual budget discussions.**
  - 4. Notification of grant decisions will be made in June, with checks being issued at beginning of fiscal year (July 1).**
  - 5. A Final Funding Report will be submitted indicating how the money was used. The report will be due December 31.**
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