**Grant Application Form**

                                        The Rotary Club of Oakland

                                     Community Services Committee

*Please complete this Microsoft Word Document in 5 pages or less, excluding your IRS Determination letter, financial statements, and any other attachments*

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator Name, Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Project is to begin:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rotarian contact (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name / Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information about the Organization:**

(1)   501(c)(3) Status of organization or its fiscal sponsor: **Please attach IRS Determination letter**.

(2)    Date of organization inception: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3)   Current number of paid employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(4)   Current number of volunteers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(5)   State the amount of funding available (annual budget) to the organization for the:

(a)   Current year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( b) next year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  Please attach your organization’s most recent annual financial statements.

(6) Specify payee for the award check if application if approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(7) Describe the mission of your organization and the kind(s) of direct services provided.

(8) Describe the qualifications of the management leadership that assure successful outcomes.

(9) Describe briefly your business plan for the next 3 years. (Evidence of forward planning)

P**urpose and cost of proposed project**:

(1) State the purpose of the grant and describe how the grant will improve or expand the capability to provide on-going direct services, or a direct benefit to the Oakland community.  

(2) Describe what is needed by **budget** line item, and how the funds will be utilized to expand capability, or provide a direct service. 

**Targeted Population**:

(1)   Who is the target population to be served? How many will be served directly, and indirectly?

(2)   What percentage of the target population is in Oakland?

**Project Expected Results**:

(1)   What are the specific goals and outcomes, short and long-term, that you expect to achieve with the grant funds?

(2)   How will achievement of the goals be measured?

**What other sources of funding are available to the project**?   
  
Funds matching or exceeding the funds requested from Rotary are not required, but will be positively viewed as a mutual commitment to the project.  Please indicate if there will be matching funds, the amount and source.

[Note: If a computer(s) or other equipment is requested, include a realistic plan about the capability for installation, training of actual users, maintenance, and trouble shooting. If landscaping is requested, provide a practical plan to   
 assure ongoing care and maintenance.]

**Rotary support**: Please explain how you publicly recognized Rotary’s support.  
  
**Project Final Report:** When the project is complete, or not later than 13 months after the grant award is made, a Final Report is required to document the success and outcomes of the project including documentation of how Rotary support was publicized.

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

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Projected Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE NOTE**: *When the application is complete, save it and the attachments in PDF format and then   
email to:*[*pat@oakland-rotary.org*](mailto:pat@oakland-rotary.org)  
  
                                       Rotary Club of Oakland   
                                   1736 Franklin Street, Ste. 200   
                                           Oakland, CA 94612

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