

# COMMON GRANT APPLICATION PROCESS

## Introduction

The Rotary Club of York-North created the Common Grant Application to simplify the process for planning charitable gifts decisions by our club.

## What is it?

The Common Grant Application is the format to be used as an outline and guide for submitting requests to benefit non-profit organizations in our community.

## Who can make a request?

Any member of our York-North Club may submit a Common Grant Application for consideration as well as organizations in the greater York County area.

## When must applications be received?

All applications for the upcoming Rotary year must be received by October 31, 2010 in order to be included in the grant allocations budget for 2010 -2011. Applications should be sent to the club treasurer, Kim Hackett at [khackett@block.com](mailto:khackett@block.com) or 350 School Street, York PA 17402.

## Review Process

The newly created Grant Allocation committee will review all applications and make recommendations to the Rotary Club of York-North Board of Directors regarding grant applications.

## Organizational Values

The Rotary Club of York-North supports programs that positively impact health and human care problems or environmental issues in York County and provide volunteer opportunities for its members. The Rotary Club of York-North also supports initiatives from Rotary International, such as worldwide Polio eradication, medical missions throughout the world, Literacy Programs, Preserving Planet Earth and The Family of Rotary.

Priority will be given to local organizations that:

- Provide responsive, inclusive and accessible services
- Fund organizations that demonstrate financial and operational stability
- Fund programs demonstrating the most impact
- Fund programs to promote self-sufficiency
- Engage in collaborative efforts designed to build community

## Other Information to Include with Grant Application

- Copy of 501c3 determination
- Current list of organization's board members

## COMMON GRANT APPLICATION

Date of Application (mm/dd/yyyy): \_\_\_\_\_

Legal Name of Organization Applying: \_\_\_\_\_  
(Should be the same as on IRS determination letter and as used on IRS Form 990)

Year Founded: \_\_\_\_\_ Current Annual Operating Budget: \$ \_\_\_\_\_

Administrative and Fund Raising Costs as a percent of total revenue: \_\_\_\_\_ %

Executive Director: \_\_\_\_\_

Contact Person/Title (if different from Executive Director): \_\_\_\_\_

Phone of Contact Person: \_\_\_\_\_

Address (principle/admin. Office): \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

Project Name: \_\_\_\_\_

Purpose of Project: \_\_\_\_\_  
**Brief description - Include a separate attachment if necessary**

Beginning and Ending Dates of Project/Campaign: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

Number of volunteers needed: \_\_\_\_\_ Volunteer opportunity: \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_

Signature – Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

Rotary Club of York-North

Club Member's Name: \_\_\_\_\_

Club Member's Involvement with the organization requesting funds: \_\_\_\_\_

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### Committee Recommendation:

Approve: \_\_\_\_\_  
Table / Hold: \_\_\_\_\_  
Deny: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Date: \_\_\_\_\_

### Board Approval

Approve: \_\_\_\_\_  
Table / Hold: \_\_\_\_\_  
Deny: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Date: \_\_\_\_\_