

**ROTARY CHILDREN'S FOUNDATION, INC.
POST OFFICE BOX 6989
MOBILE, ALABAMA 36660**

GRANT REQUEST GUIDELINES

Furnish a completed Grant Application Form (a brief overview of the request) with detailed information attached as outlined below and we ask that you make it as brief as possible.

- 1. Organization name and mailing address.**
- 2. Members of the Board of Directors.**
- 3. Copy of U.S. Treasury letter confirming your organization is exempt under the 501(c)(3) Internal Revenue Code.**
- 4. Outline of services provided by the organization.**
- 5. Geographic area served by the organization.**
- 6. Number of people served. (If possible, please show numbers by county and state.)**
- 7. Total financial structure. (Preferably latest balance sheet and profit and loss statement prepared by your accountant.)**
- 8. Request, need, and purpose of the grant--description of the equipment to be purchased and/or how the grant will be utilized.**
- 9. Date when fund will be needed.**
- 10. Statement and certification of the use of any previous grant from this Foundation. (The Foundation reserves the right to request return of any funds which are not committed and not spent.)**
- 11. If this request is for capital funds, please briefly state the source of operating funds.**
- 12. If the grant is for funds to be expended over a twelve month period, please outline the means by which we should monitor the effectiveness of the program for which the funds are being expended.**
- 13. Other grants received during the past year.**
- 14. All funds requested by camps should be accompanied by documentation and explanation of their accreditation and the standards of the organization.**

We prefer submissions be forwarded by e-mail to: susan@tbmbi.com

If unable to transmit a signed copy of this application via email, please mail signed application to:
Rotary Children's Foundation
Post Office Box 6989
Mobile, Alabama 36660

It is specifically understood that any grant given by this Foundation is for one year only and does not have the intent of indicating it will be repeated unless so specifically stated.