

Rotary Club of San Marino

# Community Program Grant Application Checklist

Complete the following checklist, and include attachments with the grant application, so that your organization may ensure that all pertinent information is provided to the Rotary Community Grants Committee.

- Request amount not greater than \$3000**
  
- Copy of organizational 501(c)(3) or proof of 1 day community event**
  
- Any supporting documentation for your request such as photographs, vendor quotes and reports**
  
- All sections of the application are complete**
  
- Organization applying must be within the San Marino or surrounding local communities.**
  
- If a previous grant from San Marino Rotary was issued to your organization last fiscal year (July 1, 2016-June 30, 2017) , please provide a short report outlining the project, grant amount awarded, receipts, photographs and additional supporting documentation.\***

**\*Grants previously awarded do not impact your current application.**

The Rotary Community Grants Committee would like to thank you in advance for providing all the details of your request so that we may make an informed review.

**Rotary Club of San Marino**  
**COMMUNITY GRANT APPLICATION 2017-2018**

**Organization's Name:** \_\_\_\_\_

**Requested Amount:** \_\_\_\_\_

**Contact Person for Applicant (must be completed by an officer of the non-profit requesting funds):** \_\_\_\_\_

**Phone and email of Contact:** \_\_\_\_\_

**Address Information:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SM Rotary Liaison:** \_\_\_\_\_

**Benefitted Group (i.e., homeless, elderly, children, disabled, etc.):**  
\_\_\_\_\_

**Objective of Project:**  
\_\_\_\_\_

**Expected Project Closing Date:** \_\_\_\_\_

**Project Details (Summary):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Project Cost:** \_\_\_\_\_

**Project Cost Breakdown:**  
\_\_\_\_\_  
\_\_\_\_\_

**Previous Grant Date and amount from San Marino Rotary (if any):** \_\_\_\_\_

**Has Your Organization Received a Grant from Another Rotary Club in the last 2 Years?** \_\_\_\_\_ **If Yes, What Year?** \_\_\_\_\_

**If Yes, Please Describe the Project and Provide the Award Amount**  
\_\_\_\_\_  
\_\_\_\_\_

**Enclosures (Please attach)**