**Rotary Charities of Traverse City**

**Seed Grant Application Questions**

Applications must be submitted online. Please refer to the Grant Guidance Document for all guidance and a full list of required attachments.

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| **APPLICANT INFORMATION** |
| * Applicant Name * Organization Mailing Address, City, State, County, Zip) * Federal Employee ID Number (EIN) * Number of Full-Time Employees (FTE’s) or Equivalent * Current Annual Organizational Operating Budget * Year Founded * Web Address * Contact Person * Contact Title * Contact Telephone * Contact Email * Communications Manager * Communications Email Address * Please provide all applicable social media handles for your org (Facebook, Instagram, LinkedIn, etc.) * Are you applying on behalf of a partnership, network or other entity (e.g. as a fiscal sponsor)? Y/N   + If Yes, what is the name of the partnership, network or other entity you are applying on behalf of? |

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| **PROPOSED PROJECT** |
| Project title |
| Counties served by project (drop down menu) |
| Amount of funding requested (not to exceed $15,000) |
| Total project cost |
| Please indicate if the grant will be used for any of the following (select all that apply):   * Planning & development * Piloting a project * Convening stakeholders or partners * Partnership agreements * Community engagement or planning processes * Feasibility studies, market analyses, needs assessments, systems mapping, or other learning activities * Other (please describe):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Purpose of this funding request.  Example: *XYZ Organization requests this Seed grant to do XYZ.*  Suggested 50 words |
| Provide a brief history of your organization, partnership, or network. What are your vision, mission, and goals?  Suggested 200 words |

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|  | **PROJECT DETAIL** | **Criteria** |
|  | Seed Grants support a wide range of early-stage and evolving work – from launching a new idea to strengthening an existing initiative. We welcome honest responses that reflect where you are now and what you hope this work will make possible. |  |
| 23 | What work will this Seed Grant support, and why is it needed now?    If applicable, please include:   * What you are beginning, exploring, or evolving, and how the work will unfold (your approach, key steps, timeline) * Why this work is important at this stage or phase / what makes this a meaningful or strategic next step * What you’ve heard, seen, or learned that tells you this work is needed   Suggested 300 words | **Project Purpose & Potential** |
| 24 | How will the work contribute to your vision for a more thriving and equitable community?  If applicable, please include:   * Who or what will benefit or be impacted by this work * The long-term or change this work moves towards * The community relationships, leadership, or resilience this work will strengthen   Note: You’re invited to reflect on your broader hopes and intentions. We know early-stage work may not have all the answers. What matters is clarity of vision and alignment with your values.  Suggested 300 words | **Project Purpose & Potential** |
| 25 | Who is connected to this work, and how are you engaging others – either through this project or in your broader relationships?  If applicable, please include:   * How other people, organizations, or partners are engaged with this work * How those most affected by the issue are included or considered * How your organization has engaged partners, networks, or collaborators in the past   Note: Not every project requires broad engagement, but we value awareness of relationships, power, and inclusion.  Suggested 300 words | **Engaging Others** |
| 26 | What strengths, assets, or resources will you draw on to support this work?  If applicable, please include:   * Staff or community knowledge, relationships, tools, funding, or other supports * How you’re making use of what already exists * Ways you’re using resources creatively or efficiently   Note: Resources can be tangible or intangible. What matters is how you’re using what’s available to move your work forward.  Suggested 300 words | **Weaving Resources** |
| 27 | What will be different for your organization, as well as those you serve, if this project is successful? How will you know you’re getting there?  If applicable, please include:   * What questions or unknowns you’re exploring * What success might look like for this stage of the work * How you’ll gather information or feedback * How you’ll reflect and adjust based on what you discover   Note: We value all forms of learning – formal and informal, data and dialogue, lived experience and evaluation.    Suggested 300 words | **Learning & Adapting** |

**PROJECT BUDGET**

**Grant Application Budget Template Instructions**

* Your Project Budget should only include revenue and expenses for the time period you are requesting funding. *(Example: If you are applying for a 1-year grant, your budget should reflect the expenses and revenues for that 1-year period.)*
* If a line item on the budget does not apply to your project, you may leave it blank.
* Use “Other” only for items that don’t clearly fit in other categories and specify in the narrative what’s included.
* Use the Notes column for extra details about any items that are not self-explanatory. (*Examples: If you include “Foundation Requests” under Revenue, specify what foundations have been engaged. If you include "Contract Services" under Expenses, specify the type of service and who will provide it.*
* Under Personnel, include estimated staff time and volunteer time for your project. You can calculate the value of volunteer time using the current rate published by [Independent Sector](https://independentsector.org/research/value-of-volunteer-time/).
* If your project budget includes contract services, please attach a scope of work or an estimate outlining the work to be completed.
* Definitions:
  + Committed Revenue: Funding that has been awarded or is contractually guaranteed
  + Pending Revenue: Funding for which you have submitted a request but have not yet received a decision.
  + Anticipated Revenue: Funding that you plan to request in the near future but have not yet applied for.

**Revenue**

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|  | Amount Committed | Amount Pending/Anticipated | Revenue Notes |
| Foundation Requests (including this request) |  |  |  |
| Government Funding |  |  |  |
| Individual Donations |  |  |  |
| Your Organization (cash) |  |  |  |
| In Kind Support (your organization or others) |  |  |  |
| Other |  |  |  |

**Expenses**

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|  | Project Expenses | Expense Notes |
| Personnel (including volunteer in kind time) |  |  |
| Contract Services (consulting, professional, fundraising, evaluation) |  |  |
| Construction & Equipment |  |  |
| Administration (rent, utilities, insurance, travel, supplies, materials, etc.) |  |  |
| Other |  |  |

**REQUIRED ATTACHMENTS**

**NONPROFIT ORGANIZATIONS**

1. List of Board of Directors with affiliations
2. Applicant organization’s current annual operating budget, including expenses and revenues
3. Applicant organization’s last full year balance sheet
4. Most recent audit letter or financial review

* Organizations with operating budgets of $750,000 and over must submit an Audited Statement.
* Organizations with budgets under $750,000 may submit an Independent Review.
* If no audit or review is available, you may attach your most recent tax return or e-postcard.

1. Most recent 990 / Postcard
2. Project/Initiative Budget *(only upload if budget form embedded in application is not used)*
3. OPTIONAL: Budget Narrative describing the expenses in the project/initiative budget
4. If Applicable: Memorandums of Understanding, fiscal sponsorship agreements, Letters of Intent or other indications of collaboration from all participating entities, and/or Statements of Work from consultants or coaches. (General Letters of Support are not accepted)
5. Current logo
6. Project photos (if available)

**GOVERNMENTAL AGENCIES, FISCAL SPONSORS OR SCHOOL DISTRICTS**

1. List of elected officials
2. Summary of the current operating budget, including expenses and revenue for the appropriate department budget
3. Most recent independent audit
4. Project/initiative budget *(only upload if template embedded in the application is not used)*
5. OPTIONAL: Budget narrative describing the expenses in the project/initiative budget
6. Copy of the minutes of the meeting or a board resolution from the body that has the ultimate authority to implement the grant (Usually this is the board of elected officials versus the appointed board).
7. If applicable: Memorandums of Understanding, Letters of Intent and other indications of collaboration from all participating entities. General Letters of Support are not accepted.
8. Current logo
9. Project photos (if available)