**Rotary Charities of Traverse City**

**Assets for Thriving Communities Grant Application Questions**

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| **APPLICANT INFORMATION** |
| * Applicant Organization Name * Organization Mailing Address * Federal Employee ID Number (EIN) * Number of Full-Time Employees (FTE’s) or Equivalent * Current Annual Organizational Operating Budget * Year Founded * Web Address * Project Contact (will receive all communications regarding the application/project, should have signature authority for the applicant organization) * Project Contact Name * Project Contact Title * Project Contact Telephone * Project Contact Email * Communications Manager * Communications Email * Please provide all applicable social media handles for your organization (Facebook, Instagram, LinkedIn) * Are you applying on behalf of a partnership, network or other entity (e.g. as a fiduciary, fiscal agent or fiscal sponsor)? Y/N * If Y, what is the name of the partnership, network or other entity applicant is applying on behalf of? |
| Provide a brief history of the Applicant Organization including its vision, mission, goals and biggest accomplishment(s) to date. Include a description of any past funding from Rotary Charities that has helped you get to the point of this application.  If you are applying on behalf of a partnership, network or other entity, provide a brief history of the group’s vision, mission, goals, and biggest accomplishment(s) to date. Include a description of any past funding to any one of the partners related to this work.  Suggested 300 words |
| Please indicate your grant purpose below:   * New Program * Program Expansion * Land Acquisition * Building project * Other: Please Specify |

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| **PROPOSAL DETAIL** |
| Project title |
| **Purpose of this funding request**  *Brief 1 - 2 sentence description of what you are seeking funding for. This will be used in public communications if you are funded.*  Suggested 100 words |
| Counties served by project (dropdown |
| Amount of funding request. *May not exceed $50,000.* |
| Total project cost |
| Project duration (1 – 3 years) |

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| **PROJECT DETAIL** | **Criteria** |
| Please **describe your proposed project** including:   * What work has brought you to the point of this application, including any pre-work funded by Rotary Charities? * Describe the key activities you will complete, including major benchmarks and timelines for completion.   Suggested 300 words | **Proposed Project** |
| Please describe how your project is **aligned with community need and other work** in the community:   * How have you determined the need for the project (e.g. a community engagement process, data collected from a secondary source, alignment with needs articulated in a community plan)? What data/insight did you find that determined the need for this project? * How is the project related to other work in the community? * What is your long-term vision for the project? How will the project contribute to a region that is fair, thriving, and resilient?   Suggested 300 words | **Aligned** |
| Please describe how your project has been **inclusive of the project beneficiaries**, including:   * To what extent have those who will benefit from the project been included in the planning or design of the work proposed? What was the result? If you have not been able to include an important group yet, are there plans to include them in the future? * How do you plan to include those experiencing, or most affected by, the problem in the initiative implementation? * Will the asset be equally available to all in the community? If not, how will you address barriers to access? Or, will your project make an asset more widely available or accessible to a specific group? Please describe.   Suggested 300 words | **Inclusive** |
| Please describe how your project will be **collaborative**, including:   * In what ways does your organization collaborate with others to increase your impact? * Do you have a fiscal agent, partners or collaborators for the project outlined in this request? If so, who and what are their roles? * If you have a history of working together, what are your biggest accomplishments to date? * How will key decisions be made? * **If project responsibilities will be shared with partners, please attach an MOU or partnership agreement(s).**   Suggested 300 words | **Collaborative** |
| Please describe how this project will be **resourceful,** including:   * What funds, expertise, and other resources will be leveraged for the project? How will you make the most out of what the community already has? * What resources will likely be needed to maintain the project after Rotary Charities funding ends, and how they might be acquired?   Suggested 200 words | **Resourceful** |
| Please describe how this project has been, and will continue to be, **reflective**, including:   * How has the project been informed by global or national trends, and/or something that is happening locally? * How will you measure success during the initiative? * How will you know if you’re on your way to your longer-term vision? In other words, in ten years, how will you know if you are meeting your vision? * Could the success or failure of your project have any unintended consequences?   Suggested 300 words | **Reflective** |
| Please describe how your project will be able to be **adaptive** during the grant period and after, including:   * What type of processes, mechanisms and/or culture will help ensure you can adapt quickly to changing needs? * What aspects of the project will help it continue to adapt into the future to meet changing needs?   Suggested 200 words | **Adaptive** |
| Please list three stakeholders who can speak to the need for this project and how it is well aligned with related work in the community.  *References should not be staff, board, or key partners in this initiative, particularly if they stand to benefit financially from this award. You may be asked to provide additional references if the one’s provided fall into the above categories.* | **Aligned** |

**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**

All attachments must be submitted electronically through the online application portal.

**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 $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 *(if budget form embedded in application is not used*)
3. Budget Narrative describing the expenses in the project/initiative budget (Optional)
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 & project photos

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

1. List of elected officials or board members
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 (if template in narrative is not used)
5. Budget narrative describing the expenses in the project/initiative budget
6. Copy of the minutes of the meeting or 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 & project photos