

ROTARY CLUB OF ALMADEN VALLEY

ENDOWMENT GRANT APPLICATION

Applicants to the **Almaden Valley Rotary Club Endowment** are requested to fully complete this application form. To insure that your request conforms to our grant requirements, please read the accompanying **GRANT GUIDELINES AND POLICY**. If applicable, please attach additional information to this application.

DATE:

Please PRINT or TYPE

Name of Organization	
Address:	
City & Zip Code:	
Contact Person:	Phone:
Internal Revenue Service 501(C)(3) Determination Number:	
How did you hear about our Endowment Grant Program?	

Please submit your answers to the following questions on your organization's letterhead.

1. Describe your Organization's purpose and its primary activity or service.
2. What is the geographic area that your Organization serves?
3. What is the specific amount requested?
4. Please provide the specific proposal and description of your organization's project.
5. Please include the following with your application:
 - A. Immediate past year's financial statements to include *Balance Sheet* and *Profit & Loss Statement*.
 - B. Current year's budget.
 - C. If this grant is for equipment, fixtures, or capital improvements, include a photograph of manufacturer's or vendor's catalog picture of item and written quotation or price page.
 - D. The **Almaden Valley Rotary Club Endowment** considers grant applications from public charities and non-profit organizations as defined under Internal Revenue code and applicable regulations. *Please attach a copy of your organization's IRS 501(C)(3) determination letter.*
 - E. Attach a listing of your Organization's Board of Directors, including business addresses.
6. Please mail this application and all attachments to:

ALMADEN VALLEY ROTARY CLUB ENDOWMENT
Attention: Contributions Committee
P. O. BOX 20543
SAN JOSE CA 95160

[SEE REVERSE SIDE]

ALMADEN VALLEY ROTARY ENDOWMENT

COMMUNITY GRANT GUIDELINES

1. The primary purpose of the ALMADEN VALLEY ROTARY CLUB ENDOWMENT, INC. Grant is to assist in community and international service programs. The priority of funding is to support local community organizations identified as non-profit with IRS 501(c)(3) status.
2. Grants will be made to an organization if, in the opinion of the Contributions Committee, the Grant is in furtherance of the organization's purpose, its primary activity or service.
3. Grants approved and not expended within one year shall be withdrawn and the applicant must reapply.
4. Grants shall be made for the ALMADEN VALLEY ROTARY CLUB ENDOWMENT current fiscal year only and shall not commit the Endowment to future years. **Grant requests shall not exceed \$5,000. The Contributions Committee, at its discretion, may grant less than the amount requested based on total funds available, the number of applications received, and the evaluation of the Committee.**
5. All applications for grants shall be typewritten and submitted on ALMADEN VALLEY ROTARY CLUB'S ENDOWMENT Grant Application form. The form must be fully completed along with required supporting documentation as outlined on the application form and submitted to the CONTRIBUTIONS COMMITTEE by the 15th of October of the current year.

COMPLETED APPLICATIONS MUST BE MAILED TO:

**ALMADEN VALLEY ROTARY CLUB ENDOWMENT
Attention: Contributions Committee
P. O. Box 20543
San Jose CA 95160**

[SEE REVERSE SIDE]