



Kingston-North Kitsap Rotary Community Service Grant Program Introduction and Instructions

Priorities: Kingston North-Kitsap Rotary has established their funding priorities and community service work with the priority of SPARK – Schools & Parks around Kingston.

- **Our priority is to fund programs and projects that meet the needs of children in the schools, and open space and parks improvements.**
- **Our focus geographic area is North Kitsap County.**

Eligibility: To qualify for a Community Service Grant from the Kingston-North Kitsap Rotary, your organization must be a 501(c)(3) organization or an accredited school -- located in North Kitsap County, or serving the residents of North Kitsap County. (All non-profit applicants must submit a copy of their 501(c)(3) certification.)

Timeline: Applications are accepted throughout the year, and will be processed in a timely manner, but will take, normally, at least a month to process. If you have an urgent need, be sure to note that when you contact Rotary or when you turn in your application.

Other Factors:

- Rotary does not support fund raisers for a project or program, but will consider donating to the project or program directly.
- Rotary makes one-time grants in any given year. Our fiscal year is from July to June. If a group wants to be considered for the same project or program in subsequent years, you will need to submit an application every year, and there is no guarantee it will be funded again.
- Decisions are made at the sole discretion of the Community Service Committee and the Rotary Foundation Board.

Club Sponsor: If the applicant has a contact who is a Rotary member and can speak to the project, please note that on the application.

Report and/or Presentation: If awarded a grant, applicants will be asked to supply a simple, written report on how the funds were used, within three months of the completion of their project. Photos will be most helpful. They can also present their project in person at a Rotary Club Meeting or a Community Services Committee meeting.



**Kingston-North Kitsap Rotary
Community Service Grant Program
Application Form**

Date:

Name of Organization:

Contact Person:

Address:

Phone Number:

Email:

Organization's Mission Statement:

EIN:

Program/Project Name:

Project (if a specific project) Start Date:

End Date:

Is this request for General Program Operations or a Specific Project?

Amount Requested:

Total Proposed Program/Project Budget:

Total Budget of Organization (if applicable):

Other Partners on the Project:

Other funding, secured or projected:

ATTACHMENTS:

Attach a copy of your IRS 501(c)(3) letter ruling non-profit status, as proof of your non-profit status and federal ID number.

Please enclose with application a Brief Summary of the project & an itemized Budget:

Project Summary:

- Limit summary to one page or less.
- Include the need you meet; the goal of the project; expected number of participants, and a general timeline of activity.
- Note any opportunities for Rotary members to volunteer in your project, if there are any.
- Note any opportunities for Rotary to be publicized as a sponsor.

Budget(s):

- Include a complete Program/Project Budget (no more than one page), with both income and expenses.
- Designate exactly how Rotary funds would be spent.
- If this is a request for General Program Operations, include a budget for the organization and last financial statement.

Reporting required:

- If awarded a grant, you will need to supply a simple, written report on how the funds were used, within three months of the completion of your project.
- Please include in your report any publicity for the program/project, especially if Rotary was mentioned as a sponsor.
- Photos will be most helpful and will be used in publicity for Rotary-sponsored projects.
- You can also present your project in person at a Rotary Club Meeting or at a Community Services Committee meeting. Please note that you would like to do that when you submit your report.

Submit completed applications to:

**Kingston-North Kitsap Rotary Club
PO Box 832
Kingston WA 98346**