

The Rotary Club of DuBois

Application Procedure and Guidelines

Requests made to the Rotary Club of DuBois should include a cover letter along with the **Grant Application Form**. Supplemental materials that provide background information of the sponsoring organization, **a listing of the Board of Directors, a Staff listing, and the Project budget** should be included. Printed materials such as brochures are acceptable.

Our club will only consider requests from organizations that are exempt from income tax under section 501 (c)(3) of the federal income tax code and are classified as not being a private foundation under section 509 (a)(3) of the federal tax code. **Each applicant must present evidence of its charitable, tax-exempt status by submitting a copy of the current IRS determination letter.**

All grant applications are due by June 1st of each year.

The Grant Application should be mailed to:

Rotary Club of DuBois
P.O. Box 271
DuBois, PA 15801

The Rotary Club of DuBois

GRANT APPLICATION FORM

(Please print/type)

Organization Information

Date of Application: _____

Legal Name of Organization Applying: _____
(This should be the same as on the IRS determination letter and as supplied on IRS form 990)

Year Founded: _____ Current Operating Budget: _____

Executive Director: _____

Contact Person/Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____ E-mail: _____

Proposal Information

Project Name: _____

Purposes/Objectives of Grant: _____

Date(s) of the Project/Campaign: _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Geographic Area Served: _____

Population Served: _____

Other Sources of Support (if applicable): _____

Authorization

Board of Directors Chairperson: _____ Date: _____
(Signature)

Full Name/Title of Above: _____

Executive Director: _____ Date: _____
(Signature)

Full Name/Title of Above: _____