

APPLICANT INFORMATION:

Organization name		
Organization's mission statement (200 characters maximum)		
Year founded		
Mailing address		
City, State, Zip		
Telephone Number		
Fax Number		
Organization's general email address		
Executive director		
Executive Director's email address		
Application contact person and title (if different)		
Geographic areas served by your organization (Double-click to check all that apply)		<input type="checkbox"/> Charleston <input type="checkbox"/> Berkeley <input type="checkbox"/> Dorchester <input type="checkbox"/> SC – statewide <input type="checkbox"/> National
Indicate the one program area that best describes your organization's focus (dbl-click box to check it):		
<input type="checkbox"/> Arts & Culture	<input type="checkbox"/> Education	<input type="checkbox"/> Environment <input type="checkbox"/> Health <input type="checkbox"/> Human Needs (e.g., food, shelter) <input type="checkbox"/> Community or Neighborhood Development
<input type="checkbox"/> Other (Please describe):		

INFORMATION RELATED TO THIS REQUEST:

Name of Rotary Club of Charleston member who offered to sponsor this application		
This request is for		<input type="checkbox"/> equipment/property; or <input type="checkbox"/> specific program support
Project/program name, or activity for which funding is being sought		
If you are applying for support for a particular program, when did you begin operating that program? (Check one)		<input type="checkbox"/> This request is not for support of a particular program. <input type="checkbox"/> This program began operating in the year . <input type="checkbox"/> This is the first year of this program.
Dollar amount requested from RCCF (\$1,500 max.):		\$
Budget for total expenses for proposed project or equipment/property acquisition		\$
Organization's annual budget for total		\$ / FY begins: / ends /

operating expenses		
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Duration of the program/activity for which funding is being sought (If equipment/property acquisition, tell when you plan to acquire it)	Start date:
	End date:

Please summarize the purpose of this grant request in the space below, and include who would benefit, and how. Do not write, "See letter". (700 char. max):

Checklist for items needed for a complete application, in this order:

1.	Grant Application Form
2.	Narrative letter (two-page maximum), with the first page on the organization's letterhead. Please include (1) the mission of your organization; (2) an explanation of the need for the proposed program or equipment/property to be funded; (3) a plan of action or proposed activities for your request, with timeline (by when will you do what, if fully funded?); (4) the intended results; (5) numbers to benefit or be served; and (6) how the results will be assessed ("Our plans will be considered successful if . . .").
3.	Budgets. All applicants must submit <ul style="list-style-type: none"> a. A general operating budget for the most recently completed fiscal year, showing actual income and actual expenses. b. A general operating budget for the current fiscal year showing projected income and expenses. c. A budget for the specific project, program or acquisition of property/equipment, showing income and expenses by line item.
4.	List of board members. List names of board members. Indicate which members are officers.
5.	IRS letter certifying 501(c)(3) status of applicant (unless you have sent it to the Community Foundation within the past 3 years). Governmental entities & recognized houses of worship can skip this step.