



**KALAMAZOO ROTARY CLUB**  
**Contribution Policy, Guidelines and Application**  
**Domestic Charities**  
**2018-2019**

The Kalamazoo Rotary Club provides appropriate funding, within its resources, for worthwhile greater Kalamazoo charitable, educational, or civic causes.

**Typical Grant Range: \$500-3,000.**

Special consideration is given to requests meeting one or more of the following conditions:

- New or pilot programs with committed community support (financial and organizational).
- Projects in need of securing “last money in” funding.
- Programs in need of leveraging funds to match a donor’s challenge.
- Specific capital expenditures.

Priorities will be given to those projects that benefit the greater Kalamazoo community most meaningfully, benefit the greatest number of people in the community and to those groups with the greatest degree of need.

If funds are granted, a representative of your organization will be required to attend a Rotary Luncheon (held every Monday) to provide a brief presentation of their use.

The Kalamazoo Rotary Club does not fund:

- **Individuals or For-Profit Entities.**
- **General Operations, Endowments or Capital / Annual fund Campaigns.**
- **Multi-year funding requests.**

Grant applications are accepted semi-annually:

Spring 2018 – Due Date: Thursday, March 15, 2018  
Board Approval: Wednesday, April 11, 2018

Fall 2018 – Due Date: Thursday, September 13, 2018  
Board Approval: Wednesday, October 11, 2018

**Funds must be expended within one year of approval date.**

By receipt of grant funds, it is acknowledged that grant funds are to be expended only for the purpose for which they were intended and not for operations. Funds that will be not used for the purpose identified in the grant application or funds for a project that does not come to fruition in a timely manner are to be returned to Kalamazoo Rotary. Receipt of the grant funds is an acknowledgement that Rotary will receive prompt notice of any change in the status of the project and/or the organization.

Date			Amount Requested:
Name of Organization			Date Established
Address			Telephone
City	State	Zip	Email
Contact Person	Address and Phone if Different		

Total Needed for Project	\$	Use a separate sheet if necessary	
Anticipated Funding Sources			
Kalamazoo Rotary Club	\$		
Other	\$	Name	Funds Committed?
	\$	Name	Funds Committed?
	\$	Name	Funds Committed?
	\$	Name	Funds Committed?
	\$	Name	Funds Committed?

What are the anticipated beginning and ending dates of the project?
Please list previous grants received from the Kalamazoo Rotary Club: (Amount, Date and Purpose)

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Must be signed by the Executive Director or President/Chair of the Board of Directors

Name	Signature	
Title	For	Date

Please return this application as a pdf to: [wdeboer@kpep.com](mailto:wdeboer@kpep.com)

Or Mail to: Kalamazoo Rotary  
ATTN: Contributions Committee  
PO Box 50251  
Kalamazoo, MI 49005

In addition to the Proposal Form, include the following in your grant application:

1. Proof of IRS 501(c)(3) status
2. List of Board of Directors
3. One Page budget with balanced revenues and expenses
4. Up to Two Page Narrative, including:
  - Mission Statement and **brief** history of organization
  - Describe the capital expenditure, specific service or new program that you are proposing.
  - How does the project meet a greater Kalamazoo community need?
  - How many individuals will be served by this project?
  - Are there other organizations in the Kalamazoo area addressing these needs? If so, how do you justify your activity in this project?
  - How do you plan to evaluate the success of your project and report these findings to the Kalamazoo Rotary Club?
  - If this is a continuing project, explain how the organization will continue to fund the project.