

**THE ROTARY CLUB OF NAPERVILLE COMMUNITY SERVICE**

**GRANT APPLICATION FORM**

***2025 Program Guidelines and Instructions***

**There are two funding entities:**

1. **The Rotary Club of Naperville Charities**
2. **Naperville Rotary Charities (NRC)**

 **Both Charities only fund *humanitarian* programs.**

***The 2025 Community Service Objective will be to focus funding on the following:***

**Basic Humanitarian Needs (defined later in this application)**

**Funding Criteria (please review carefully):**

* Distributions are made to organizations that promote basic humanitarian needs, as further defined on page 4.

* Each applicant must be a 501(c)3 organization. **(Supporting documentation required)**
* Applications are judged on their merits. No distributions are made to individuals, political groups or for political activities, or to Rotarians or their families. Please see additional criteria on page 4 and keep them in mind in completing the application.
* No awards are made to foundations or other endowment funds which retain the monies.
* **Awards are made for the current Rotary year only. There are no multi-year commitments.**

**Annual requests are required. Maximum annual award is $10,000.00.**

* Focus is on organizations with low fundraising and administrative expenses.
* Distributions must benefit Naperville and surrounding area.
* Rotary funds must have a measurable impact on the organization and the community it serves.
* Completed applications must be received by **March 14th, 2025.**
* **Evidence of 501(c)3 status and Page 1 of IRS Form 990 are required**.
* Oral requests will not be accepted; completion of this application is required for consideration by the committee.

***GRANT APPLICATION PROCEDURES***

[**YOU MUST COMPLETE THIS DATA GATHERING FORM**](https://docs.google.com/forms/d/e/1FAIpQLScPYt9ziBY9SATRTUcYSlkMG0D5OYUwdsjJ9abHNjMS6AYTbA/viewform?usp=header) **AND ELECTRONICALLY send a typed, completed applications in PDF format to:**

**Email to the**

**Community Service Grants Committee:**

**skastelic@napervillerotary.com**

**Notifications and Distributions are typically finalized before the end of the Rotary year (June 30th).**

**THE ROTARY CLUB OF NAPERVILLE COMMUNITY SERVICE**

**GRANT APPLICATION FORM**

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Founded: \_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fed Tax ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Attach proof of 501(c) 3 Status**

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Mission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Statement of Organization’s History: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Proposed Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Measurable Goals and Expected Outcomes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Numbers served in Naperville and surrounding area and the total number served in all communities: (Example: Total = #, Naperville = #, Lisle = #, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other local organizations being approached for funding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe results from Rotary contributions made last year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page 1 of 2

**ORGANIZATION’S FISCAL YEAR REVENUE AND EXPENSES**

**As of \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_**

 **Revenues** **Expenses**

Earned $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Programs $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Private Donors $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administration $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Foundation/Corp $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fundraising $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Government $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

United Way $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 TOTAL $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Page 1 of IRS Form 990 is required)**

**Cost Details of Proposal**

Total proposed project cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Income Expenses

 Sources Amount Items Amount

 Unrestricted Fund Balance $ **:** $

 Proposed Rotary Funds $ **:**  $

 $ **:** $

 $ **:** $

 $ **:** $

 $ **:** $

 $ **:** $

 $ **:**  $

 $ **:** $

 $ **:** $

 Total $ (must be equal) Total $

**Previous Rotary Awards**

Previous year $\_\_\_\_\_\_\_\_\_\_\_\_\_

2 years ago $\_\_\_\_\_\_\_\_\_\_\_\_\_

3 years ago $\_\_\_\_\_\_\_\_\_\_\_\_\_

 Page 2 of 2

**Grant Funding Program Criteria**

**“Basic Humanitarian Needs”** are essentials that are needed in order to prevent the threat to the health, safety, security, or well-being of a community or other large group of people. In other words, to provide essentials to people in need. These include the simplest of needs, such as food, clothing, shelter, physical and mental health, education, and sanitation. Any need that sends a person from poverty to a crisis situation is considered a basic humanitarian need.

***The grant award selection process weighs the above criteria to a qualifying organization’s proposed project that are closest to meeting these criteria factoring the allocation of awarded funds available that can achieve the goals of the proposed project. We typically receive requests for substantially more funds than are available, so applicants are encouraged to follow the guidelines in the application carefully.***

***It is highly recommended that an explanation be included that addresses an alternative if a lesser amount of funding is available for a proposed project and the minimum amount required to still provide for the***

***project to move forward.***