

APPLICATION

Part I: Contact Information

1. Organization Name:

2. Submission Date:

3. Contact Information:

Contact Person:

Position:

Address:

Telephone Number:

Email Address:

Website address:

Part II: Organization Information

4. Description:

a. Year organization began:

b. Charitable Registration Number (if applicable):

c. Brief summary of who your organization helps and how:

d. The number of full time staff, part time staff, and volunteers:

Part III: Project Information

5. Project Name:

6. Project Description & Goals:

7. Project Dates:

- a. Start Date:
- b. Expected Completion Date:
- c. Location(s):

- d. Describe the resources required for your project (staff, volunteers, materials, services, etc.):

- e. Outline the beneficiaries (how many people - and who - will benefit from this project):

- f. What overall results do you expect to achieve and how will your organization measure the success of this project?

8. Funding:

- a. Funding requested from the Rotary Club of Kingston (specific dollar amount):
- b. Total estimated cost of the project:
- c. Other sources of funding / materials received for this project (list dollar amounts and material descriptions):

- d. Has your organization ever received funding from a Rotary Club? If yes, please list the Rotary Club, project name, dollar amount, and date received.

Part IV: Budget

Please list how funds from the Rotary Club of Kingston will be allocated:

Quantity	Item	Unit Price	Total cost

Send completed application by email to:
 Rotary Community Outreach Grants
rotarykingston@gmail.com
 In email subject line, please include your organization’s name.