


COMMUNITY GRANTS APPLICATION


Instructions:

1. Complete all sections of the application (or note why a section is not applicable).
2. Click in the fields (blue areas) to enter your responses and be sure and save the file to your computer.
3. You will have up to 6 attachments.
4. Email application and attachments, to: grants@bainbridgeislandrotary.org, as a **single pdf** (not as multiple documents).

I. Applicant Information

Application completion date:							
Name of Organization: <i>(Only one application per organization will be accepted.)</i>							
Contact Name for this application:							
Contact's Title:							
Address:							
Phone:	Email:						
Year Organization founded:	Website:						
Check One: <i>(If you are not in one of the categories below, email us in advance to discuss your eligibility.)</i> A 501(c)(3) or a 501(c)(19) tax-exempt, charitable organization or foundation. FEDERAL TAX ID (EIN): _____ Bainbridge Island School District Bainbridge Island Metro Park & Recreation District							
Select the <u>one</u> nonprofit sector you most closely identify with: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Animal Welfare</td> <td style="width: 50%;">Environment</td> </tr> <tr> <td>Arts, Culture & Humanities</td> <td>Health, Housing & Human Services</td> </tr> <tr> <td>Education</td> <td>Recreation</td> </tr> </table>		Animal Welfare	Environment	Arts, Culture & Humanities	Health, Housing & Human Services	Education	Recreation
Animal Welfare	Environment						
Arts, Culture & Humanities	Health, Housing & Human Services						
Education	Recreation						
Estimate the annual number of Bainbridge Islanders and Non-Bainbridge Islanders (Kitsap County) accessing your programs / services each year: _____ Bainbridge Islanders _____ Non-Bainbridge Islanders (from Kitsap County)							
If necessary, add a comment about Section I: <i>(50-word limit)</i>							

 **Attach** a list of all current members of your Board of Directors.

 **Attach** a list of the grants you received in the past 2 years (funder; purpose statement; amount).

II. Project/Purchase Description

a. Project Title: <i>(20-word limit)</i>
b. Outline the goal(s) and specific objectives (achievable outcomes) for your proposed project/purchase: <i>(200-word limit)</i>
c. Describe your assessment of the need and/or the conditions that necessitate this project: <i>(100-word limit)</i>
d. If necessary, add a comment about Section II: <i>(50-word limit)</i>

III. Project/Purchase Impact


a. Our Rotary Club's strategic focus is to positively impact health and well-being, equity, and the environment. Describe how your grant request supports one or more aspects of this strategic focus: <i>(200-word limit)</i>
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<p>b. Who are the direct beneficiaries of the project and how will they be impacted? <i>(100-word limit)</i></p>
<p>c. Estimate the annual number of Bainbridge Islanders and Non-Bainbridge Islanders (Kitsap County) impacted by this grant proposal.</p> <p>_____ Bainbridge Islanders</p> <p>_____ Non-Bainbridge Islanders (from Kitsap County)</p>
<p>d. If necessary, add a comment about Section III: <i>(50-word limit)</i></p>


IV. Existing Conditions and Facilities


<p>a. Identify the location of this proposed project/purchase: <i>(20-word limit)</i></p>
<p>b. Describe existing facilities related to the project, and your right to access the facilities if you don't hold title to them: <i>(50-word limit)</i></p>
<p>c. If your project requires a construction permit, is the permit in process or approved?</p> <p>Yes No Not Applicable</p>
<p>d. If necessary, add a comment about Section IV: <i>(50-word limit)</i></p>

V. Project Budget and Financials

a. Grant Request Amount: \$_____ . <i>(Between \$500 and \$15,000, rounded to nearest dollar.)</i>
b. Are there components that may be funded separately, if Rotary is not able to grant your entire request? Yes No If yes, highlight them on your budget summary.
c. Are quotes/project bids/purchase estimates available? Yes No If yes,  attach them with this application.
d. Have you requested a nonprofit discount from the supplier/contractor? Yes No
e. If necessary, add a comment about Section V: <i>(50-word limit)</i>

 **Attach** a project budget with estimated expenses and actual/anticipated income sources. Expenses may include installation, tax and shipping. A sample budget format is available for download here: <https://www.bainbridgeislandrotary.org/community-grants/>

 **Attach** your most current Balance Sheet.

 **Attach** your most current Income and Expense Report.

VI. Timeline

Note: Funds will not be awarded for purchases made, or projects completed, prior to your application date. Your purchase/project must commence after your grant award, unless you have contacted us in advance to discuss an urgent need to proceed before awards are made.

Provide a timeline for project/purchase completion: <i>(100-word limit)</i>

VII. Rotary Recognition

It is very important to inform our community of the ways we spend the money we raise at our annual Rotary Auction & Rummage Sale. Please identify ways in which you might publicly acknowledge a grant award from the Rotary Club of Bainbridge Island:
(100-word limit)

Attachment Summary

1. Current roster of Board of Directors/Trustees
2. Grants received in the past two years (funder; purpose statement; amount)
3. Project/Purchase budget
4. Quotes/bids/purchase estimates (if available)
5. Balance sheet
6. Income/Expense Report

Combine your application with all attachments, as a single pdf document, and email the packet to:
grants@bainbridgeislandrotary.org.

Thank you for sharing our commitment to our community!