



THE ROTARY CLUB OF HARRISBURG

“Service Above Self”

3211 N. Front Street, Harrisburg, PA 17110
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The Harrisburg Rotary Foundation is a charitable organization formed by the Rotary Club of Harrisburg under 501(c)(3) of the Internal Revenue Code. The Foundation supports service initiatives of the Rotary Club of Harrisburg.

GRANTMAKING GUIDELINES

The Harrisburg Rotary Foundation’s primary focus of the annual request for funding process is to award grants to support programs and services that benefit children and their families in the city of Harrisburg. Formal applications must be submitted prior to December 1st of each calendar year. All applications are screened by Foundation board members.

ELIGIBLE APPLICANTS MUST:

- Provide programs and services in the City of Harrisburg
- Provide programs and services that benefit children and their families
- Not exceed requests of \$5,000 per year

All applicants will be notified by letter of the decisions of the Foundation.

DEADLINE: December 1, 2012

Applications should be delivered to the Foundation office by 5:00 p.m. on the day of the deadline or be postmarked no later than the day of the deadline.

One original and ten copies must be submitted to:

Harrisburg Rotary Foundation
3211 North Front Street
Harrisburg, PA 17110

The attached cover sheet must be completed. Please respond to each question on the cover sheet on additional paper as directed.

NOTIFICATION: Selected organizations will be notified by January 15th and a check will be presented at a weekly Rotary Club of Harrisburg meeting.



HARRISBURG ROTARY FOUNDATION

GRANT APPLICATION

Date: _____

Organization Name _____

Telephone _____

Address _____

Street

City

State

Zip

Executive Director _____

Number of Paid Employees full-time: _____ part-time: _____

Contact _____

Name

Title

Telephone

Amount Requested \$ _____ Start Date of Project _____

Focus of Project _____

Signature of Board Chairman signifying Board approval of this request

Signature of Chief Executive Officer

A. Please use one page to answer the following questions:

1. Please identify your service and mission statement.
2. What is the community problem or need this proposal addresses? Please document with statistics; include information on the size and nature of the target group and geographic area to be served.
3. Describe the project and include a timetable for achieving project objectives.
4. How will this project be funded in the future?
5. How will the organization evaluate the success or failure of the project?
6. List other funding sources the organization has approached or which have committed to fund this project.
7. Discuss benefits to the community from this project.
8. Attach the following supporting documents:
 - A copy of the most recent financial statement;
 - A copy of the organization's annual operating budget;
 - A detailed project budget;
 - A copy of the organization's Internal Revenue Service 501(c)(3) determination letter ;
 - A list of board members, including professional affiliation; and
 - Submit copy of proof of registration with the State Bureau of Charitable Organization

B. Note: If your project meets Foundation criteria, you may be asked to submit a more detailed application. Those receiving awards will be required to (1) sign a grant agreement contract and (2) submit a final evaluation form at the completion of the grant which documents the use of the funds and public recognition given to the Foundation.