This form was modified from The Missouri Common Grant Application Form to facilitate the application process. Please keep in mind that this form includes the guidelines and priorities, as well as deadlines and timetables for the Rotary Club of St. Louis.

**Instructions**

1. Applicants should perform their own research to determine if the Rotary Club of St. Louis may make grants to your type of organization, in the geographic area in which you function, and for your field of interest.
2. Each application must be sponsored by a current member of the Rotary Club of St. Louis. Rotarian Sponsor must support and sign the final application before submitting to the Community Service Committee.
3. Visit the Rotary Club of St. Louis (rotarystl.org) website to obtain a copy of funding guidelines. Discuss with your Rotarian Sponsor or the Community Service Committee any guidelines for using this form and attachments. At the home page of the website, put your cursor over the heading 'Member Resources'. In the drop-down box that appears, click on Charity Financial Grants.
4. Please answer all the questions unless otherwise instructed by the Rotary Club. Generally, requests for operating budget, capital spending, or facilities are NOT supported.
5. Please do not include any materials other than those requested.
6. Electronic forms are required in the form of a pdf or Microsoft Word. If the application is submitted electronically, the signature page may skip having the signature of the Rotary sponsor ONLY if it is submitted by the Rotary sponsor.
7. Applications must be submitted to the Rotary sponsor by **March 10, 2023**.

The Rotary sponsor needs to submit the completed application with all signatures and attachments to **Joan Hecker at** **joanh@rotarystl.org** **with copies to ALL of the following Community Service Committee Chairs, NO LATER than March 16, 2023:**

 Tri-Chairs of the Rotary Club of Saint Louis Community Service Committee

 Matthew Maddox matthew.maddox@globaldataservices.co

 Matt Weiss harry\_weiss73@yahoo.com

 Tom Keeline tomkeeline@gmail.com

**Learn more about Rotary Club of St. Louis online**

 [http/rotarystl.org](http://www.rotarystl.org/)

 [https//www.facebook.com/RotarySTL](https://www.facebook.com/RotarySTL)

 https//twitter.com/stlouisrotary

 [http//www.linkedin.com/groups/135709](http://www.linkedin.com/groups/135709)

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| **Application Deadline** | March 10, 2023 to Rotary Sponsor (March 16, 2023 to Community Service Committee Chairs) |
| **Organization Website** |  |
| **Applicants Legal Name** (as Shown on IRS Letter of Determination) |  |
| **Doing Business As** (ifDifferent from Legal Name) |  |
| **EIN #** (Tax ID) |  |
| **Address** |  |
| **City** |  | **State** |  | **Zip Code** |  |
| **Telephone** |  | **Fax #** |  |
| **Executive Director** (or Top Executive) |  | **Phone #** |  |
| **(Please include prefix and title)** | **Email** |  |
| **Main Contact(s) for****this Proposal** |  | **Phone #** |  |
| **(Please include prefix and title)** | **Email** |  |
|  | **Phone #** |  |
| **(Please include prefix and title)** | **Email** |  |
| **Organization Board President** |  | **Phone #** |  |
| **Email** |  |
| **Applicant’s tax exempt****status/IRS Designation** e.g. 501(c)(3), 501(c)(9),etc. |  |
| (Attach a copy of the IRS Letter of Determination. NOTE: this is not the state sales and use tax exemption certificate. If there has been a name change provide copies of the amended state certificate of incorporation and amended IRS Letter of Determination) |
| **Organization’s mission statement** |
| **Type of request (check one) Generally requests for operating budget, capital, capacity, or facilities are NOT supported.** |
| **[ ] Project (Direct Supplies, materials, equipment)** | **[ ] Other (explain)** |
| **[ ] Program Services (Professional Services)** | **[ ] General requests for operating budgets, capital, or**  **building/facilities are NOT supported.** |
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| **[ ] New Project** | **[ ] Existing Project** | **[ ] Expansion of Existing Project** |

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| **Project/Program Name** |  |
| **Proposal Summary – In 100 words or less summarize the purpose of this request** |
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| **Funding Award Date** | **June 1, 2023** | **Amount Requested** | **$** |
| **Total Budget** | **$** | **Current Annual Organizational Budget** | **$** |
| **Organizational Fiscal Year** | **/ / through / /**  |
|  |
| **Geographical Area(s) Served****(include specific counties)** |  |
| **List applicant’s membership****of a giving federation** (e.g. United Way, Arts & Education Council, Jewish Federation, Earthshare Missouri) |  |
| **Agreement** |
| ***I certify to the best of my knowledge, that all information included in this proposal is correct. The tax-exempt status of this organization is still in effect.*** ***If a grant is awarded to this organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.******In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from this funder will be used in compliance with all applicable anti-terrorists financing and assess control laws, statutes, and executive orders.*** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Signature, Executive Director*(or authorizing official on behalf of the organization)* | Date |
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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Signature, Rotarian Sponsor (*Rotary Club of St. Louis Active Member*) | Date |
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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Printed, Rotarian Sponsor, Member of Rotary Club of St. Louis | Date |

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| **REQUIRED ATTACHMENTS** |
| 1. **A copy of the current IRS Letter of Determination indicating tax-exempt status.**
2. **The memorandum of understanding or the contract between the organization and the fiscal agent/fiscal sponsor. (If applicable)**
3. **Completed Budget for Project**
4. **Photograph and Publicity Release Form** (Required for ALL individual(s) accepting award for your organization)
5. **Completed Grant Application**
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| **Please read the following statements and check the lines certifying that this application is complete according to the requirements set forth by the Grantmaker.** |
| * I have reviewed the Rotary Club of St. Louis website and have reviewed their mission, funding interests, process and requirements to determine if my request is a funding fit.
* This grant will be accepted in person (or via video conference) by a representative of my organization during the Rotary Club of St. Louis Grants Program which is held on the first Thursday of June at 12:00 PM at the Missouri Athletic Club in Downtown Saint Louis.
* My organization will share the good news with others by making a public announcement via organizational social media accounts and/or a press release.
* I have included all additional materials and attachments required, as noted above.
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