

GUIDELINES  
**ROTARY CHARITY FOUNDATION**  
2017 SPECIAL HURRICANE RELIEF GRANT APPLICATION

The Rotary Charity Foundation is an affiliate of the Rotary Club of Jacksonville Florida. Because of the widespread devastation associated with hurricane Irma in September 2017, the foundation board of directors has directed all available funds of the 2017-2018 budget year be made available in the form of grants for hurricane relief efforts in the Jacksonville area.

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READ THE FOLLOWING GUIDELINES CAREFULLY

1. Grant awards will be considered for specific needs related to hurricane damage during the 2017 hurricane season.
2. Applications are being accepted from Rotarians and non-profit organizations from the following Jacksonville area including Duval, St. Johns, Clay, Baker, and Nassau counties.
3. Rotary members and other Rotary-related organizations will be given priority in the screening process. Previously supported non-profit and charitable organizations will also be given emphasized consideration.
4. Organizations and individuals may submit only **one** application.
5. Rotary Charity Foundation will award grants up to \$35,000 through this program among multiple individuals and organizations.
6. Application Deadline: applications must be postmarked **no later than October 20, 2017**. Applications postmarked after the deadline will not be considered unless the Project and Screening Committee extends the deadline. Applications, including required and optional attachments must be complete at submission.
7. Each application question must have a response. Responses should be confined to the spaces provided in the application. Do not reformat the face page; complete as provided.
8. Mail **two (2) completed applications** (one original and one copy with any attachments) to:

**Project and Screening Committee**  
**Rotary Club of Jacksonville**  
**P.O. Box 37028**  
**Jacksonville, FL 32236**

GRANT APPLICATION  
ROTARY CHARITY FOUNDATION  
2017 SPECIAL HURRICANE RELIEF  
**Narrative and Attachments**

**FACE PAGE:** Complete as provided. DO NOT REFORMAT

**NARRATIVE:** All questions below must be answered in the order presented. Each question should be typed followed by the response. **Do not exceed one (1) page to present the information requested. Use only 10 pt. type or larger. Do not use a reduced type size or make photocopy reductions.**

1. Describe the need. Be as specific as possible in 250 words or less.
2. Provide a brief history and profile of the organization or individual.
3. Outline the community need for the project if an organization. How many people will be impacted? (skip this if an individual)
4. How will the project be administered and what is your plan to provide feedback to the Rotary Charity Foundation at the completion of the project?
5. Optional Attachments: The following attachments are optional but may improve the opportunity of being selected to receive a grant.
  - supporting materials such as sketches and drawings
  - photographs of damages
  - quotations or proposals to repair damages
  - relief objectives
  - materials to support relief
  - other relevant documentation
6. Letters of support.

**SUBMISSION INSTRUCTIONS:**

Mail **two (2) copies of the application with attachments** (original and one complete copy) in a single package to:

**Project and Screening Committee  
Rotary Club of Jacksonville  
P.O. Box 37028  
Jacksonville, FL 32236**

**DEADLINE:** The complete application package must be postmarked no later than

**October 20, 2017**

GRANT APPLICATION  
ROTARY CHARITY FOUNDATION | 2017 SPECIAL HURRICANE RELIEF  
FACE PAGE

Applicant name: \_\_\_\_\_

Applicant mailing address \_\_\_\_\_

Telephone number: \_\_\_\_\_

Location of applicant if different from above: \_\_\_\_\_

Chief exec. name/title/telephone number \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Tel.** \_\_\_\_\_ **Email** \_\_\_\_\_

**Project Title** \_\_\_\_\_

Rotary Charity Foundation (RCF) funds are being requested for a project resulting from hurricane damage. Applicant requests RCF will (Check one) \_\_\_ fully pay for the entire project or \_\_\_ contribute funds necessary for project completion or \_\_\_ to complete a project underway.

<b>Project Budget Summary:</b> Requested from Rotary Charity Foundation	\$ _____
Funds on hand today	_____
Funds committed from other sources (is applicable)	_____

**TOTAL PROJECT BUDGET** \$ =====

Organization has been in operation since (date) \_\_\_\_\_

If the organization is requesting funds to improve or repair its physical facility, indicate whether the organization (Check one) \_\_\_ owns or \_\_\_ rents its facility. If renting, the rental, or lease agreement expires on \_\_\_\_\_

When is the proposed project anticipated to be completed? \_\_\_\_\_

Is applicant registered as a not-for-profit corporation and approved as a tax-exempt organization as defined in 501(c)(3) of the Internal Revenue Code? (check one) \_\_\_ yes \_\_\_ no

Are you a Rotarian or Rotary-affiliated organization located in Duval, St. Johns, Clay, Baker, or Nassau counties? \_\_\_ yes \_\_\_ no

Are you a non-profit organization that the Rotary Charity Foundation has supported in the past? \_\_\_ yes \_\_\_ no

As the organization's authorizing official or individual, I certify the information contained in this application is true and correct and should a grant be awarded to the organization I represent in this application, the organization will adhere to and be bound by all the terms and conditions outlined in the Application and Guidelines.

\_\_\_\_\_  
Signature of Authorizing Official or Individual

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorizing Official or Individual