



Rotary Club of Livermore

**Using Acrobat Reader to complete the form :**

As a courtesy, the registration form can be completed using Adobe Acrobat Reader, then saved. Please save it with a unique file name.

The packet can be emailed to the address on page three of this packet.

If the application form is submitted by e-mail, the Livermore Rotary Club sponsor's identifying information may be typed into the form.

[Click here](#) to download the most current version of the free Adobe Acrobat Reader. This process may not work properly on mobile devices or if opened in a browser window. If that happens, just print it out, complete it and mail it.

Note: The completed application can be printed and mailed to the address page three of this packet.

**LIVERMORE ROTARY CLUB—MINI-GRANT APPLICATION**

*This page must be completed in its entirety. Incomplete applications will not be considered.*

*Attach an additional page if necessary.*

**Applicant and/or Organization:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Best Contact Phone #:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Background/Brief History:**

If the grant is being requested by an organization, please provide a brief description of the purpose and history of the organization. If the grant is being requested by an individual, please describe your relationship to the project. (What we want to know is: Who are you? Who is it for?)

**Description of Project:** What will the grant be used for? If this is part of a larger project, briefly describe that project. **IPads/computers are considered for Math, Science, and Special Day Classes only.**

**AMOUNT REQUESTED FOR MINIGRANT**

\$

**SUPPORTING PROJECT BUDGET:** List the specific items and costs being sought from Rotary. Example: one camera--\$150, five books-\$200, three packs of film paper @ 40=\$120 or one computer @\$500.

**AMOUNT REQUESTED FROM ALL SOURCES**

\$

**All Sources of Funds:** Please list total amount being sought **from all sources**. When trying to decide the amount to grant, we will want to know if the request is for the total cost, or just the part to be matched.

**Rotary Club Sponsor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Signature of a Sponsor from the Livermore Rotary Club is required.)*

**Cell Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Board Approved form: Fall 08

## **LIVERMORE ROTARY CLUB--MINI-GRANT GUIDELINES FOR THE ROTARY YEAR 2016/17**

Mini-Grants are awarded by the Livermore Rotary Club for up to \$500. Requests for amounts greater than \$500 should be submitted to the Rotarian Foundation of Livermore. Mini-grants are awarded to deserving groups and individuals for projects, activities, and/or materials that benefit the Livermore community.

- **Applications are due:**

**First Wednesday in September** for the October award,

**First Wednesday in December** for the January award,

**First Wednesday in March** for the March award.

**There will be no 4th Round Mini-Grant**

- **It is the responsibility of the applicant to:**

1) Complete the application and have the Rotary member Sponsor sign the grant.

**Note:** All applications must be signed and dated by a Livermore Rotary member.

Give the grant application to the Sponsor in time for the sponsor to submit it by the due date, email your application directly to Randy Schlientz at [schlientz@sbcglobal.net](mailto:schlientz@sbcglobal.net), or mail the application to the address below **postmarked no later than the due date**

Mini-Grant Committee  
c/o RandY Schlientz  
1074 Peppertree Place  
Livermore, CA 94550

2) Agree to attend the Rotary meeting at which the grants are to be awarded or have someone represent you if you are unable to attend.

3) Provide the grant's Rotary Sponsor with a brief written description of the use of the grant's funds within six months of receipt of the grant.

- **It is the responsibility of the Rotary Sponsor to:**

1) Ensure that the application is filled out completely, including the budget section.

2) Submit the application to the Chair or Co-Chair of the Mini-grant Committee, the Club Secretary, or mail/email the application, postmarked no later than the due date.

3) Contact your grant recipient and confirm attendance at the awards meeting with the chairman.

4) Obtain a status report from the recipient describing the use of the Mini-grant funds within 6 months following the receipt of grant funds and provide the report to the Club Secretary (via email) for submittal to the Spur editor.

**NOTE:** A Sponsor may submit a maximum of (4) grants per quarter.