

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
ALL APPLICATIONS MUST BE SPONSORED BY A LIVERMORE ROTARY CLUB MEMBER

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, briefly describe the purpose and history of the organization. If the grant is being requested by an individual, 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.	
SUPPORTING PROJECT BUDGET: (REQUIRED) List all items being sought and indicate those being sought from Rotary. Example: <u>one</u> camera--\$150, <u>five</u> books-\$200, <u>three</u> packs of film paper @ 40=\$120 , and <u>one</u> computer @\$500. All but computer sought from Rotary.	
AMOUNT REQUESTED FOR MINIGRANT	
\$	
ALL SOURCES OF FUNDS: (REQUIRED) List amounts 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.	
AMOUNT REQUESTED FROM ALL SOURCES	
\$	
Rotary Club	
Sponsor: _____	Date: _____
<i>Signature of a Sponsor from the Livermore Rotary Club is required.)</i>	
Best Contact Phone Number:	Email:

LIVERMORE ROTARY CLUB--MINI-GRANT GUIDELINES FOR THE ROTARY YEAR 2018/19

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. ***NO MORE THAN ONE Mini-Grant will be awarded to an individual in a Rotary year . NO MORE THAN FOUR Mini-Grant applications will be accepted from any group or school for each of the three application dates noted below.***

- **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 April award.

- **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 Mary Anne Rozsa at marrozs@comcast.net, or mail the application to the address below **postmarked no later than the due date**

Mini-Grant Committee
c/o Mary Anne Rozsa
1787 Sterling Court
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.

- **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 round noted above.