

## **ROTARY CLUB OF SARANAC LAKE COMMUNITY GRANTS POLICY**

**Purpose:** The Rotary Club of Saranac Lake supports events and activities which lead to the betterment of the Saranac Lake area and its residents. Community organizations are invited to apply. Grant awards typically range from \$200 to \$1,000.

### **Guidelines:**

1. Applicant must be a charitable or governmental organization.
2. The organization must be a going concern and benefit Saranac Lake area residents.
3. Community need for the grant must be demonstrated.
4. Grant must not be for a duplication of existing programs in the area.
5. Grants are not given to individuals.
6. Grant applications are not carried forward from year to year and need to be resubmitted if they are to be considered again.
7. Grants are generally given to help meet community needs within the scope of programs for youth and combating hunger.

### **Procedure for applications:**

1. The application form and guidelines are found on the Club website: [saranaclakerotary.org](http://saranaclakerotary.org)
2. Applications **are to be received by March 17<sup>th</sup>**.
3. Applications should be mailed to the Club address:  
Rotary Club of Saranac Lake  
PO Box 628  
Saranac Lake, New York 12983
4. Each application must include:
  - a. A completed application form.
  - b. A recent balance sheet and income statement.
  - c. The name of a Saranac Lake Rotary Club member as sponsor – if no one in your organization knows a Rotary member please contact a Club officer (names are on the website) who will help you find one. It is helpful to the Club and your application if someone in the Club is familiar with your organization and proposal.
  - d. Demonstration of community need/benefit for the equipment/service the grant is to fund.
  - e. Statement/explanation that the request does not duplicate other activities in the community.
  - f. a mission statement or purpose/scope of the organization, brief history, and
  - g. A list of current officers and members of the board of directors or other appropriate list of organizational leadership.
5. In general, grants do not support routine operating expenses.
6. Equipment bought with a Rotary grant will be required to have a Rotary emblem affixed to each item. The Club will furnish the emblems.
7. The Grants Coordinator will notify the selected recipients and schedule their attendance at a Rotary Club Meeting to receive their grant award. Meetings are every Tuesday @ 7:30 am.

## Rotary Club of Saranac Lake – Annual Grant Application Form

PO Box 628, Saranac Lake, NY 12983

[ \* ] indicates required information

Name of Organization\*:

Mailing Address\*:

Contact Person\*:

Phone #\*:

Cell Phone #:

Email Address:\*

Rotary Sponsor:\*

Amount Requested\*:

Purpose of funding\*: [Please describe project or use for funds]

Provide anticipated Impact to Organization, Community or Services:

Community Support for Project:

Timeline for funding requests\* (when are funds needed):

Equipment or Capital Improvements\* (if funds to be used for)

Financial Statement of Organization\* (attach to form):

Completed By\*:

Date of Submission\*: