



2022 Grant Application  
Service Above Self

**St Joseph-Benton Harbor Rotary Club Foundation, Inc.**

By mail to: P.O. Box 143  
St. Joseph, MI 49085-0143

OR By Hand delivery to:  
Berrien Community Foundation  
2900 S. State Street, Ste. 2E  
St. Joseph, MI 49085



Questions? Contact the Foundation by Email at: pawestmaas@gmail.com Attn: Rotary Foundation Grants

Date of application: \_\_\_\_\_

Please check the primary issue your grant application addresses:

Improvement of health

Support of education

Economic and community development

Other: \_\_\_\_\_

Enclose a single copy of the following:

- Cover letter signed by CEO
- Your 501(c)(3) IRS designation letter
- IRS form 990 for most recent fiscal year
- Your Michigan Charitable Solicitation License
- Current operating budget and sources of income
- List of current officers and governing board
- Audited financial statements for most recent fiscal year
- Annual report of most recent year
- Ten (10) copies of filled in grant application (with no attachments)

Legal name of organization applying: \_\_\_\_\_

Date your organization was established: \_\_\_\_\_

Corporation; Partnership; Other \_\_\_\_\_ EIN: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Is this a NEW PROGRAM/PROJECT? Yes No If no, when was it established? \_\_\_\_\_

Current Agency Budget: \$\_\_\_\_\_ List any support received from Rotary in the last 5 years: \_\_\_\_\_

Program/Project Name: \_\_\_\_\_

Purpose of Grant (one sentence):

Amount Requested: \$\_\_\_\_\_ (Minimum eligible request is \$5,000)

Total Project Cost: \$\_\_\_\_\_

Timeline for Program/Project development and delivery:

1. Describe your organization's mission and key programs.

2. Describe the specific program/project to be supported by this grant.      Capital improvement      Operational expense

a. Who will the program/project serve?

b. How many people will be affected by the program/project?

c. Is the program/project a response to emerging needs or a new approach to meet current needs? Explain.

d. Will grant funds be expended within one year? Yes      No      . If no Explain.

3. Describe measurable outcomes for the program/project.

a. Describe the program/project evaluation methods you will use.

4. Are there any local agencies that provide a similar or related service?      Yes      No

If yes, describe collaboration within the community and elimination of duplication of services planned for this program/project.

5. Provide a detailed, line-item budget for this specific program/project.

Item:	Amount:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. List other sources which are being approached to fund this program/project.

Source:	Amount Requested:	Current Status:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. If this is to be an ongoing activity, how will you support the program/project beyond this grant?

8. Please provide any additional information that you believe the St. Joseph-Benton Harbor Rotary Club Foundation should have about the program/project or your organization.



8. (continued)

We certify that the information on this application is accurate and the organization staff and board will support the program/project as described. If awarded a grant, our organization will be required to execute a Grant Agreement and acknowledge support from the St. Joseph-Benton Harbor Rotary Club Foundation in any publicity of the program/project. Our organization will also be required to complete a Grant Evaluation.

(Two signatures are required below.)

Organization Contact Person's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed \_\_\_\_\_

Board President's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed \_\_\_\_\_

#### Deadline for Submitting Application

Applications **must** either be:

1. **Mailed** with a **U.S. Mail postmark** on or before **September 23, 2022**; or
2. **Hand delivered** to **Berrien Community Foundation**  
**2900 S. State Street, Ste. 2E**  
**St. Joseph, MI 49085 no later than 5:00 pm EDT September 23, 2022.**

Late Applications will **NOT** be eligible for consideration.