

Rotary Club of Kitchener-Westmount
Grant Application Form

Application Procedure

- All grant requests are to be received in written format utilizing this application form and forwarded to the following:

Chair, Grants Committee
Rotary Club of Kitchener-Westmount
500 Hallmark Drive
Waterloo, ON
N2K 3P5

- Applicants must be a registered Canadian charity or a non-profit organization
- Applications are not accepted for or from individuals
- Funds must be utilized in the Province of Ontario
- Grant requests up to \$5,000 are adjudicated on a monthly basis
- Grant requests of \$5,000 to \$10,000 are adjudicated on a quarterly basis and have a deadline of September 30th, December 31st, March 31st and June 30th
- Grant requests over \$10,000 are adjudicated on an annual basis have a deadline of December 31st. Grants will be made by February 28th.
- Presentations and site visits may be required

Rotary Grants can generally be used for

- Helping organizations that support families in meetings life's challenges or promoting the success of families
- Assisting with capital projects (brick and mortar, equipment acquisitions) and/or one time expenditures.
- In general preference is given to capital vs operating grants



Rotary Club of Kitchener-Westmount
Grant Application

Contact Information

Organization:			
Contact Name:			
Phone:			
Email:			
Fax:			
Address:			
City:		Postal Code:	
Charitable Registration #:			
Year Established:			
Amount Requested:	\$		
Date Requested:			

Organization Mission and Mandate

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Project Description

- Need or issue to be addressed
- Target Population
- Overall goal of your project
- Location
- Duration of project
- Capital or Operating Funds



What Makes Your Project Unique?

Expected Outcomes of your Project



Budget





Sources of Revenue	Amount
Rotary Club of Kitchener-Westmount Request	
Total Revenue	
Project Expenses	Amount
Total Expenses	



How do you plan to recognize the contribution of the Rotary Club of Kitchener-Westmount?

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Attached Documents

-  Financial Statement (Audited for organizations over \$250,000 in revenue)
-  Annual Report
-  Board of Directors List
-  Any materials to supplement your application

Signatures

Name of Board President:	
Signature:	
Date:	

Name of Executive Director:	
Signature:	
Date:	