**Rotary Charities of Traverse City**

**Seed Grant Application Questions**

Applications must be submitted online. Please refer to the Grant Guidance Document for all guidance and a full list of required attachments.

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|  | **APPLICANT INFORMATION** | **Criteria** |
| 1 - 13 | * Applicant Name
* Address
* County
* Federal Employee ID Number
* Number of Full-Time Employees or Equivalent
* Current Annual Organizational Operating Budget
* Year Founded
* Web Address
* Contact Person
* Contact Title
* Contact Telephone
* Contact Email
* Are you applying on behalf of a partnership, network or other entity (e.g. as a fiscal sponsor)? Y/N
	+ - If Y, what is the name of the partnership, network or other entity applicant is applying on behalf of?
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|  | **PROPOSED PROJECT** | **Criteria** |
| 14 | Project title | **Proposed Project** |
| 15 | Counties served by project |  |
| 16 | Amount of funding request |  |
| 17 | Total project cost (must demonstrate a 25% match of amount requested) |  |
| 18 | Please indicate if the grant will be used for any of the following (select all that apply):* Planning & development
* Piloting a project
* Convening stakeholders or partners
* Partnership agreements
* Community engagement or planning processes
* Feasibility studies, market analyses, needs assessments, systems mapping, or other learning activities
* Other (please describe):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| 19 | Purpose of this funding request. Example:*XYZ Organization requests this seed grant to do XYZ.* Suggested 50 words |  |
| 20 | Please describe your proposed project activities in detail. * How will you use the funds requested and match?

*Include the major benchmarks for your project and the timeline to complete them.** What will be “seeded” by this request?

*Will it help you develop or expand a community asset? Prepare to improve a system? Adapt to COVID? How?*Suggested 400 words | **Proposed Project** |
| 21 | Provide a brief history of your organization, partnership or network. What are your vision, mission and goals?Suggested 200 words |  |
| 22 | Describe the work that has brought you to the point of this proposal. How has it informed the activities you are proposing?Suggested 200 words |  |

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|  | **PROJECT DETAIL** | **Criteria** |
|  | Rotary Charities believes that the following criteria are integrally linked to impact. The next section of questions asks you to reflect on these in relation to your proposed project and your organization or partnership. **Aligned**: Work is aligned with other work in the community to maximize impact.**Inclusive**: Key stakeholders are meaningfully engaged, including those *most affected* by the problem and those *who have the most ability to affect change*.**Collaborative**: Key stakeholders are involved at the level that is best for the project – anywhere from an advisory capacity to a joint venture where ownership and decision-making is shared.**Resourceful:** Existing resources and assets are used creatively to make the most out of what the community already has.**Reflective**: Strategies and actions are based on insights from regularly learning from three directions: looking ***outward*** at global and national trends; ***around*** at the local ecosystem around the issue; and ***inward*** at the culture, mindsets and practices of self, staff, board, volunteers and members.**Adaptive:** New insights are regularlyturned into actions that quickly prototype and test upstream solutions to downstream problems. |  |
| 23 | Considering your history and/or proposed project, in what ways has your organization or partnership been inclusive of those experiencing the problem(s) you are trying address?Suggested 200 words | **Inclusive** |
| 24 | Considering your history and/or proposed project, in what ways has your organization or partnership collaborated with other key stakeholders in ways that maximize impact?Suggested 200 words | **Collaborative** |
| 25 | What other funds and resources will be leveraged for the project? From whom? For what purpose?Suggested 150 words  | **Resourceful** |
| 26 | What will be different if this project is successful? How will you know if you are getting there?Suggested 200 words | **Reflective** |
| 27 | How do you intend to build upon the work completed in the seed phase? *What will be your next steps? How is your organization, partnership or network prepared to take the next steps? What resources will likely be needed to maintain progress after Rotary Charities funding ends? How will these be acquired?*Suggested 200 words | **Adaptive**  |
| 28 | Please list three references who can speak to the need for this project and how the proposed project and/or your organization or partnership is well aligned with other work in the community targeting the same issue. *The best references will be from organizations that do not stand to directly financially benefit if this request is awarded or those who will be most affected by the results of the proposed work. (Name, phone and email)* | **Aligned** |

**REQUIRED ATTACHMENTS FOR ALL GRANT APPLICATIONS**

**Nonprofit Organizations**

1. List of Board of Directors with affiliations
2. Applicant organization’s current and annual operating budget, including expenses and revenue
3. Applicant organization’s balance sheets (current Fiscal Year to date and previous Fiscal Year)
4. Project Budget (if template in application is not used)
5. Budget Narrative describing budget expenses
6. Most recent independent audited statement or review.

**Organizations with operating budgets $750,000 and over**: must submit as Audited Statement.

**Organizations with budgets under $750,000**: may submit an Independent Review.

1. Copy of the minutes of the meeting or board resolution authorizing the grant application
2. If Applicable: Memorandums of Understanding, Letters of Intent and other indications of collaboration from all participating entities, Statements of Work from consultants or coaches. (General Letters of Support are not accepted)

**Governmental Agencies or School Districts**

1. List of elected officials.
2. Summary of the current operating budget, including expenses and revenue for the appropriate department budget
3. Project Budget (if template in application is not used)
4. Budget Narrative describing budget expenses
5. Most recent independent audit
6. If applicable: Memorandums of Understanding, Letters of Intent and other indications of collaboration from all participating entities. (General Letters of Support are not accepted).
7. Copy of the minutes of the meeting or board resolution from the body that has the ultimate authority to implement the grant. (Usually this is the board of elected officials versus the appointed board.)