**Rotary Charities of Traverse City**

**Assets for Thriving Communities Grant Application Questions**

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|  | **APPLICANT INFORMATION** |
| 1 - 13 | * Applicant Organization Name * Address * County * Federal Employee ID Number * Number of Full-Time Employees or Equivalent * Current Annual Organizational Operating Budget * Year Founded * Web Address * Project Contact (will receive all communications regarding the application/project, should have signature authority for the applicant organization) * Project Contact Organization * Project Contact Title * Project Contact Telephone * Project Contact Email * Are you applying on behalf of a partnership, network or other entity (e.g. as a fiduciary, fiscal agent or fiscal sponsor)? Y/N * If Y, what is the name of the partnership, network or other entity applicant is applying on behalf of? |
| 14 | Provide a brief history of the Applicant Organization including its vision, mission, goals and biggest accomplishment(s) to date. Include a description of any past funding from Rotary Charities that has helped you get to the point of this application.  If you are applying on behalf of a partnership, network or other entity, provide a brief history of the group’s vision, mission, goals, and biggest accomplishment(s) to date. Include a description of any past funding to any one of the partners related to this work.  Suggested 2 - 3 paragraphs |
| 14a | Please indicate your grant purpose below:  New Program  Program Expansion Program Adaptation  Land Acquisition  Building project  Other: Please Specify |

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|  | **PROPOSAL DETAIL** |
| 15 | Project title |
| 16 | **Purpose of this funding request**  *Brief 1 - 2 sentence description of what you are seeking funding for. This will be used in public communications if you are funded.*  Suggested 100 words |
| 17 | Counties served by project |
| 18 | Amount of funding request.  *May not exceed $50,000 and must not be more than 50% of the total project cost.* |
| 19 | Total project cost |
| 20 | Project duration (1 – 3 years) |
| 21 | Please **describe your proposed project** including:   * What work has brought you to the point of this application, including any pre-work funded by Rotary Charities? * Describe the key activities you will complete, including major benchmarks and timelines for completion.   Suggested 300 words |

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|  | **PROJECT DETAIL** | **Criteria** |
| 22 | Please describe how your project is **aligned with community need and other work** in the community:   * How have you determined the need for the project (e.g. a community engagement process, data collected from a secondary source, alignment with needs articulated in a community plan)? What data/insight did you find that determined the need for this project? * How is the project related to other work in the community? * What is your long-term vision for the project? How will the project contribute to a region that is fair, thriving and resilient?   Suggested 300 words | **Aligned** |
| 23 | Please describe how your project has been **inclusive of the project beneficiaries**, including:   * To what extent have those who will benefit from the project been included in the planning or design of the work proposed? What has been the result? If you have not been able to include an important group yet, are there plans to include them in the future? * How do you plan to include those experiencing, or most affected by, the problem in the initiative implementation? * Will the asset be equally available to all in the community? If not, how will you address barriers to access? Or, will your project make an asset more widely available or accessible to a specific group? Please describe.   Suggested 300 words | **Inclusive** |
| 24 | Please describe how your project will be **collaborative**, including:   * In what ways does your organization collaborate with others to increase your impact? * Do you have a fiscal agent, partners or collaborators for the project outlined in this request? If so, who and what are their roles? * If you have a history of working together, what are your biggest accomplishments to date? * How will key decisions be made? * **If project responsibilities will be shared with partners, please attach an MOU or partnership agreement(s).**   Suggested 300 words | **Collaborative** |
| 25 | Please describe how this project will be **resourceful,** including:   * What funds, expertise, and other resources will be leveraged for the project? How will you make the most out of what the community already has? * What resources will likely be needed to maintain the project after Rotary Charities funding ends, and how they might be acquired?   Suggested 200 words | **Resourceful** |
| 26 | Please describe how this project has been, and will continue to be, **reflective**, including:   * How has the project been informed by global or national trends, and/or something that is happening locally? * How will you measure success during the initiative? * How will you know if you’re on your way to your longer-term vision? In other words, in ten years, how will you know if you are meeting your vision? * Could the success or failure of your project have any unintended consequences?   Suggested 300 words | **Reflective** |
| 27 | Please describe how your project will be able to be **adaptive** during the grant period and after, including:   * What type of processes, mechanisms and/or culture will help ensure you can adapt quickly to changing needs? * What aspects of the project will help it continue to adapt into the future to meet changing needs?   Suggested 200 words | **Adaptive** |
| 28 | Please list three stakeholders who can speak to the need for this project and how it is well aligned with related work in the community.  *References should not be key partners in this initiative, particularly if they stand to benefit financially from this award.* | **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.)