

Application Procedures:

1. Complete the Rotary Club's Request for Funding form.
2. Submit a one page cover letter further explaining why the organization's request should be considered. Specifically, how will the activity or program to be funded benefit the organization and how will it contribute to or benefit the community.
3. Additional support material about the organization and its projects may be included.
4. Areas of focus for the Grants Program are:
 - a. Funded activity shall improve quality of life in Steamboat Springs and Routt County.
 - b. Primarily serve, but not be limited to, youth and seniors
 - c. Not used for regranting by recipient
 - d. Grants will not be granted retroactively after the timing of the funding need
 - e. Grant funds will not be used for operational purposes, but for specific activities
 - f. Grant determinations will favor those activities that impact larger numbers of citizens
 - g. Generally, grants will be made for distinctive, one time activities and should not be anticipated for multiple years for the same activity.
5. Obtain a Rotary member's sponsorship of the request (signature required on the request form)
6. Return the completed application and materials to:

Karl B. Gills, Chair
Steamboat Springs Rotary Club Grants Committee
Box 774867
Steamboat Springs, Co. 80477

OR

gills5153@springsips.com
7. Grants will be considered on the 3rd Tuesday of each month. Grants must be received by the 2nd Tuesday of the month for consideration in that month.

Steamboat Rotary Club Request for Funding

- ❑ All grant applications must use this form and follow all elements of the application procedures.
- ❑ Programs benefiting seniors and youth will be given priority consideration.
- ❑ All applications must be sponsored by a Rotarian, with his or her signature in the space below.
- ❑ Applications for amounts above \$500 will be reviewed quarterly, others monthly.

Amount Requested:	Total Project Budget:
Applicant Name (organization and representative):	Phone Number:
Mailing Address:	Email Address:

(Include a brief description of the request, its purpose, duration of the project and dates, the number of people to benefit from the funding, how the activity or project will benefit the individual or organization, and how it will benefit the community)

Other Sources of Income

(List sources and amounts, attach additional sheet if necessary)

Secured:

Requested:

Source	Amount	Source	Amount

Applicant Signature _____ Date _____

Rotary Sponsor Signature _____ Date _____