

**THE ROTARY CLUB OF NAPERVILLE SUNRISE**  
**FY 2022 Annual Request for Funding Application**

The mission of Rotary is to provide business, professional and community leaders an opportunity for service to others, in order to benefit our community and to provide high ethical standards, fellowship and goodwill worldwide.

The Rotary Club of Naperville Sunrise's current primary focus is support of Youth and Family as the premier service club that supports our community's teens and young adults.

The Rotary Club of Naperville Sunrise (RCNS) is accepting grant applications for consideration as it selects funding recipients for 2022. RCNS conducts several major fundraising events throughout the year. In addition, ancillary fundraising initiatives are performed at times by one or more of our four avenues of service committees. The Club's avenues of service include: Community; International; Vocational; and Youth Services.

“Our club is dedicated to providing support for local organizations focused on helping our youth survive, thrive, and become the kind of young adults we all want to be our community's future,” says Community Service Chair Deb Newman. “There are many worthy programs and services to help our youth effectively navigate the challenges along the way. Our club wants to help those programs make a difference. Although we are a diverse Rotary Club with a wide range of ages, backgrounds and interests, we are all dedicated to the idea that our future depends on consciously nurturing the potential of future leaders today.”

Funding requests are reviewed according to the following criteria:

- The potential of the project to make a contribution toward **improving the quality of life of youth and families**, in alignment with the Rotary Club's mission and avenues of service.
- Demonstrated plans for measuring success, outcomes and benefits of the project to those served.
- The stability of the requesting organization through consistent and effective management, strong board engagement, a broad base of community and volunteer support and financial responsibility.
- The ability of the requesting organization to support the Rotary Club of Naperville Sunrise 5K event with promotion/marketing and day-of event volunteer support.

Selected organizations will be presented their awards at a designated club meeting scheduled with input by the Community Service Committee Chair, Program Chair and Club President. Organizations will be required to report back to the Club on the results of the funding. Grants will be announced by early 2022, and funds are awarded by Summer 2022.

If your organization would like to be considered for funding, please complete and submit your funding request using the following Request for Funding Application.

**Application Guidelines and Checklist:**

**All Requests for Funding Applications must be received no later than 5:00 PM, December 17, 2021.**

The following pages represent the simple Request for Funding Application form and process. Completed applications and all required supporting documents must be emailed to the address noted below and received no later than 5:00 pm on the due date to be considered.

Please submit your Request for Funding Application along with the following supporting documents. Do not send any additional supplemental materials/documents other than those specified below:

**Provide a copy of each of the following with your application:**

- Cover letter on your organization's letterhead signed by the Executive Director/Chief Executive Officer.
- Completed Organization Information Form (Exhibit A)
- Proposal Narrative Outline (Exhibit B) single spaced in 12 point font.
- Copy of your current fiscal year's operating budget and current P&L Statement showing major sources of revenue and expense.
- Copy of your IRS 501c(3) charitable tax exempt letter.
- Current Board of Directors Roster with related employment affiliations

***Email Completed Application along with Exhibits A, B and C and listed supporting documents to: [rfp@napervillesunrise.org](mailto:rfp@napervillesunrise.org)***

**ROTARY CLUB OF NAPERVILLE SUNRISE  
REQUEST FOR FUNDING APPLICATION**

**Exhibit A**

**ORGANIZATION INFORMATION AND DESCRIPTION OF REQUEST**

Organization Name: \_\_\_\_\_

Indicate if use of funding is intended for  General Operating or  Special Program

Minimum level of Funding Sought to run Program: \$ \_\_\_\_\_

Purpose and/or name of program to be funded: \_\_\_\_\_

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Time Frame in which funds will be used: From \_\_\_\_\_ To \_\_\_\_\_

Mission Statement: \_\_\_\_\_

List of current Core Programs and Services: \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_

Target population served by the organization (include demographic information and total number of clients/individuals served): \_\_\_\_\_

**CONTACT INFORMATION**

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

City \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Current Annual Operating Budget: \$ \_\_\_\_\_

Total annual program budget (if funding request is for a specific program) \$ \_\_\_\_\_

If your organization does not have its tax exempt 501c(3) status, what organization is serving  
as your fiscal agent? \_\_\_\_\_

Fiscal Agent \_\_\_\_\_ FEIN # \_\_\_\_\_

Executive Director \_\_\_\_\_ Phone: \_\_\_\_\_

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

## PROPOSAL NARRATIVE OUTLINE

### Exhibit B

Limit your narrative to the number of words designated for each item.

1. Explain how your organization's mission and programs/services align with the mission and core programs and services of Rotary. (100 words or less)
2. Describe how you propose to use funds received from Rotary Club of Naperville Sunrise. (100 words or less)
3. Describe what changes or improvements you expect to achieve in your organization or services provided from the use of these funds. (100 words or less)
4. Describe how you will determine if your organization or program make a difference or impact in the community and with your target population. (100 words or less)
5. Explain how your organization will be able to promote the Rotary Club of Naperville Sunrise St. Paddy's ??or other Day 5K fundraising event to your constituents to encourage their participation and support. (100 words or less)
6. Describe how your organization will be able to provide day-of event volunteer Support to the 5K event. (100 words or less)

Note: If your organization is selected as beneficiary of RCNS, you will be expected to attend a future club meeting to provide a brief report on the outcomes and impact of the funding received by our club.

**CERTIFICATION**

**Exhibit C**

Your signature on this form certifies that information included in your Request for Funding Application and supporting documents is accurate, and that your organization retains its stated tax-exempt status, and further certifies that this status is not in danger of being revoked. In addition, your signature affirms that the Rotary Club of Naperville Sunrise has not received any goods or services in conjunction with this request.

Signature of the Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_