



### Petoskey Rotary Club Charities, Inc. (PRCCI) Grant Application

The purpose of PRCCI shall include, but not necessarily be limited to, benefiting the community of Petoskey, Michigan, by promoting community education, comfort, engagement in activities, housing and self-esteem of individuals, and environmental protection.

Petoskey Rotary Club Charities invites nonprofit organizations, education institutions and municipalities that benefit the greater Petoskey and Emmet County area to submit applications. Organizations in fields such as youth, arts and culture, education, community development, education, recreation, and health and human services are encouraged to apply. Priority will be given to projects that align with the Petoskey Rotary Noon Club current initiatives of workforce development, affordable housing, childcare, and mental health wellness.

#### INSTRUCTIONS

- Use the google form to complete your application. <https://forms.gle/kdhnZAiU3Gwutz7W6>
- Complete the following questions by answering each item in this same order.
- Maximum number of pages: 4
- Completed applications **must be received** no later than **April 1, 2024**.

#### Section A: ORGANIZATION INFORMATION

Organization Name:

Your Name and Title:

Your Phone and Email:

#### Section B: PROJECT REVIEW

1. Describe your organization including a brief history and mission.
2. Summary of project/program including the need/problem or opportunity.
  - a. New or existing program/project
  - b. If capital expense: replacement or new acquisition
  - c. Describe the impact on the community for this project. (Accessibility, quality of life, job creation, cultural, education, economic growth, youth engagement, veteran focused, etc.)
3. Describe your community support and constituents affected.
4. Briefly describe project expenses and projected revenue.
  - a. Revenue (committed and anticipated)
  - b. Expenses (employee, non-employee, capital costs, equipment)
5. Amount of grant requested from PRCCI (not to exceed \$5,000) and which expense the grant would be applied to on the project.

#### Section C: ATTACHMENTS (*all documents must be a PDF*)

Required:

- Narrative of project review as listed above
- Cover letter with contact information including email and telephone
- Board of Directors list
- IRS Letter of tax exemption (if applicable; not required for public schools)

Optional:

- Annual Report, newsletter, brochures
- Letter of support ONLY with a partner organization on this project/program.

**NOTE: If your organization receives a grant, a brief memo updating PRCCI on project status and use of funds is required within six months of the grant being awarded.**

Questions? Email [ekahrenshs@gmail.com](mailto:ekahrenshs@gmail.com)