



2026-2027 Richmond Rotary Application for Financial Support

Please fill out and return this application to: Richmond Rotary, P.O. Box 70643, Richmond, CA 94807-0643 or email to richmondcarotary1920@gmail.com with [GRANT REQUEST] in the subject line.

Funding requests generally range from \$250-\$2500 and will be evaluated by the Community Services Team with final decision being made by the Rotary Board of Directors.

It is the general practice of the Club to grant not more than \$1000 to first-time applicants.

Rotary funding decisions will be made four times per year—August, November, March, and May. Upon approval, grant checks will be distributed to successful applicants before the next cycle. Each Grant Request must have a current Richmond Rotarian as its Advocate/Sponsor.

For complete grant guidelines, eligibility requirements, rules, and regulations, please visit our website: [Richmond Rotary Grant Guidelines](#). Thank you for the work you do for our community!

Brief replies are appreciated. Please do not include additional information unless we request it. Thank you.

1. Name of organization

2. Name, address, phone number and email address of your contact person

3. Is your organization a 501(c)3 non-profit? If so, please provide your tax exemption number. If not, please provide the name and tax ID number for your fiscal agent.

4. Please describe your organization's mission and history. Include the number of staff, methods of providing service, service area, and its principal sources of funding.

5. What is your request for financial support? \$_____ Please describe the program or project for which the money will be used, including its total budget.

6. Have you ever applied and/or received a grant from Richmond Rotary before? If so, when?

7. Is there an opportunity in this project for volunteer participation by Rotary members? If so, in what capacity?

8. Have you applied to, or received funding from other organizations for support for this program or project? Would Richmond Rotary financial assistance help you obtain additional funding from other organizations?

9. How many people will be served by this program or project? Tell us a little about them, including demographic characteristics such as age range and socio-economic background.

10. How will your organization give visual credit to Richmond Rotary for its contribution to your program or project?

11. Does this grant request have a Richmond Rotarian sponsor/advocate? (if yes, please provide the name: _____)

12. Eligibility for a grant of financial support requires that you agree to submit a brief written or presented report on the impact of Richmond Rotary's assistance on your project within 30 days of the expenditure of funds. Do you agree to do this if your request is funded? _____

13. If your grant is approved, please provide the name the check should be made payable to, along with the complete mailing address where the check should be sent.

14. Applicant Certification and Agreement

By signing below, the applicant certifies that the information provided in this grant application is true, complete, and accurate to the best of their knowledge. The applicant agrees that, if funding is awarded, Richmond Rotary grant funds will be used solely for the program, project, or purpose described in this application and that any material changes in the use of funds will be communicated to Richmond Rotary.

The applicant understands that Richmond Rotary may request reasonable documentation regarding the use of grant funds and that failure to comply with these requirements may affect eligibility for future funding.

By signing below, the applicant acknowledges that they have read, understand, and agree to the terms and conditions outlined in this grant application.

Applicant/Organization Name:

Authorized Representative (Print):

Title:

Signature:

Date: _____