



## WATKINS-MONTOUR ROTARY CLUB

### 2018 Guidelines for Community Grant Requests

The Watkins-Montour Rotary Club annually accepts requests for community grants, which are funded by a variety of efforts undertaken by the Club during the year. The grants are intended to help organizations in Schuyler County promote the quality of life in our community. The financial assistance is awarded to organizations that have specifically identified projects or needs. Grants generally will range from \$100 to \$1,000.

Requests should be submitted in writing by **May 18, 2018**. Requests must be submitted on the organization's letterhead and limited to two pages. The following information must be included:

- A concise statement describing the specific project or need for which assistance is sought. The amount requested also should be specific.
- A description of efforts that have been made or will be made to obtain funds from other sources for the specific project or need.
- The legal name of the organization, a description of its mission, the names of the organization's officers and the name, mailing address, phone number and e-mail address of the contact person.

All grant requests must be for specific projects or needs in Schuyler County. Grants will not be awarded for operating budgets exclusively or for endowments. Grants are to be spent within one year of the date of the award, *without further expectation of support*.

Grant requests will be reviewed during the month of May. Awards will be made during the month of June.

#### **Submit grant requests to:**

Donations Committee  
Watkins-Montour Rotary Club  
P.O. Box 384  
Watkins Glen, NY 14891