Rotary Club of Marietta
Community Service Project Application

1. Project proposal should not exceed three pages and include:
   a) Project Name, project description, and narrative on how the project will benefit the organization, the population it will serve, and the community as a whole.
   b) How does this project address a need in your organization and the community? Description of how the project addresses one or more of the community needs listed as RCOM's impact areas.
   c) How does this project make an impact on your organization or the population you serve? *Note: The committee will be looking for projects that demonstrate significant impact for an organization. Will you be able to start a new program, get critical new equipment, software, etc., increase the services of an existing program, or meet a need not currently addressed? Be specific.
   d) Anticipated project timeline.
   e) List of any other community agencies involved with this project.
   f) Description of what success would look like for this project. How will you measure success of this project? If this is a new project or service, describe how you plan to sustain this project or service in the future.
   g) One paragraph summary of the proposed project to be shared with the Club and included in the Club's newsletter, if the project is selected.
2. The proposal must be signed by the Executive Director or CEO of the organization and by the Chair of the Board. (Scanned documents are acceptable.)
3. If funded, a project evaluation will be due by July 15, 2021 and should address the following:
   a) How were RCOM funds used to meet your project goals?
   b) What results did you see from the project? How many people were served?
   c) What impact did your project have on your organization and the community?
   d) Will the project continue next year? Why or why not?
   e) List any lessons learned, if there is something you would do differently next time, and how RCOM could better facilitate your organization's goals.
   f) List all publicity received as a result of this project, and the use of the RCOM logo and name.

Required Supporting Documents
1. IRS 501(c)(3), 501(c)(4) or governmental entity tax-exempt determination letter (government agencies may submit a notarized letter from the CFO or CPA indicating exemption)
2. Project Budget and Organization's Annual Budget
3. Board of Directors list, including Board Members' affiliations
4. Project Coversheet (see attached)

Submit application packets in PDF format <u>via email</u> by <u>5 p.m. on September 30, 2021</u> to
Jennifer Hogan, Jennifer@towncentercid.com

Email any questions to Jennifer@towncentercid.com; NO PHONE CALLS, PLEASE
Applications will not be accepted in hard copy