



Nashville Rotary Service Trust

Application Form for Volunteer Support and Funding of Community Service Projects for Rotary Year 2018-2019

All projects of the Rotary Club of Nashville which are supported by funds from The Nashville Rotary Service Trust (NRST) and/or volunteers from the Rotary Club of Nashville **are for one year only, with no commitment of continuation.**

All activities requiring funding and/or volunteer support from the Rotary Club of Nashville (locally – defined as within Davidson County or internationally), must be submitted through this application form.

Preference will be given to projects that:

1) Demonstrate quantifiable outcomes in our Club's priority areas of Nutrition/Hunger, Education/Literacy or Housing/Community Building: Within these priority areas, the committee will be utilizing the following definitions to guide the application review:

- **Nutrition/Hunger:** Programs must provide food resources directly to individuals, to students through school programs or to individuals through residential housing programs

Potential Indicators:

- Increased nutritional input for vulnerable populations (access to healthy foods a priority)
- Increased access to healthy foods through urban food systems and/or food sustainability

- **Education/Literacy:** Programs must be directed at increasing literacy skills for youth. In addition, programs will also be considered that address the literacy and education needs of New American youth.

Potential Indicators:

- Improved reading proficiency for youth

- **Housing/Community Building:** Programs must improve the quality of life within Nashville, focusing on the areas of community, housing, or public spaces.

Potential Indicators:

- Improved walkability, bikeability, and/or green (recreational) space
- Increased access to safe and affordable housing for low income/low wealth populations

- **International:** Programs that improve nutrition, literacy, or housing in an international location. International Grants will likely be no more than \$5,000.

Outcomes are defined as specific changes in the program participants' behavior, knowledge, skills, status and level of functioning. In contrast, outputs are the direct products of program activities and may include types, levels and targets of services to be delivered by the program.

2) Offer the most meaningful volunteer service opportunity for Rotarians. Grant dollars provided by the Nashville Rotary Service Trust Annual Footprint Fund do not have to be tied directly to the volunteer service opportunity. However, those that provide meaningful volunteer service opportunities receive preference. Flexible options for participation (daytime, evening, weekend, with family, etc. are helpful).

3) Demonstrate innovation & creativity and include cross sector collaboration

The NRST Community Investment Committee evaluates and recommends all grants. We generally do **not** approve funding for:

1. All or a major part of the operating budget of an organization.
2. Individual persons.
3. Religious organizations for purely religious purposes.
4. Major capital fund drives or endowment funds.
5. Organizations primarily engaged in lobbying or political activity.
6. Travel, either by groups or individuals.
7. Basic or applied research.
8. Special events, tickets, or benefits.

Application Information, Procedure and Timeline:

1. All requests must be submitted to the NRST Community Investment Committee on this application form. No other material will be considered and should not be submitted. All applicants should have a completed profile on GivingMatters prior to the application deadline. Please ensure that your most recent audit has been uploaded prior to submitting your application.
2. **Questions?:** Drop by our **Open House** for potential applicants: **February 6, 2018** from **2- 4 PM** at The Healing Trust, 2928 Sidco Drive Nashville, TN 37204
3. **DEADLINE:** Applications will be accepted through EOB on **March 2, 2018**.
4. Grant Awards will be announced prior to June 30, 2018.
5. **SUBMIT Application Form and Attachments to Suzanne Buchanan at suzanne@nashvillerotary.org**

This application should be considered in the following category: (Please check one.)

- Nutrition/Hunger
- Education/Literacy
- Housing/Community Building
- International

ORGANIZATION INFORMATION:

Organization Name: _____

EIN (Federal Tax ID) _____ Organization Contact: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____ Website: _____

Signature: _____ **Date:** _____

(Signature of Organization Official)

(Title)

GRANT REQUEST INFORMATION:

1. Project Title, Description, and Date(s): (please limit response to less than 150 words)
2. Total Project Cost: _____
3. Amount of Rotary Grant Request: _____
4. Project Budget: Explain how the requested grant funds will be used:
5. Is this grant for general operating expenses? If so, what percentage of total budget will this request represent?

6. Is this grant for program-related expenses? If yes, what percentage of annual programming expenses would this grant represent?

7. Is this grant for a new or existing program? _____
8. *If this grant is for an existing program, please summarize the impact of the program to date. If new, please summarize the intended impact. Impact is defined in terms of the fundamental change to occur in the organization, community or system as a result of program activities over a longer term. (limit response to 100 words)*
9. *If this grant is for a specific program, please attach a detailed budget for that program using the form provided. Note that the*

amount requested from Rotary in the expense section should match the potential rotary grant in the program funding section (yellow boxes.) The total program expenses should match the total program funding (green boxes.)

10. Is this grant for a capital expenditure? If yes, what percentage of the total capital budget would this grant represent?

_____ %

11. Amount(s) received from Rotary in previous years:

Year: _____ Amount \$ _____ For operations, programming, or capital: _____

Year: _____ Amount \$ _____ For operations, programming, or capital: _____

Year: _____ Amount \$ _____ For operations, programming, or capital: _____

EACH ANSWER BELOW SHOULD BE 100 WORDS OR LESS

1. Describe the intended results in terms of activities, outputs, outcomes and impact for this program and/or project. Please be as specific as possible in your response and use the attached PROGRAM MANAGEMENT RESULTS PLAN format.
2. Outline the volunteer service opportunity(s) related to this grant request that your organization can offer to members of the Rotary Club of Nashville (type of opportunity, # of volunteers needed, # of hours, schedule, etc.)
3. How does the mission of your organization address one of more of our Club's priority areas of Nutrition/Hunger, Literacy and Housing/Community Building?
4. If not the entire city, what local community and/or neighborhood will this project serve? (*For International Projects, please tell us about the international community will benefit from this project.*)
5. With which other organizations (e.g. nonprofit, government, business) are you collaborating?
6. What are the amounts and sources of funds requested and/or received from other organizations related to this request?
7. Please list the names of the members of the Rotary Club of Nashville who have a formal role with your organization (Board, Volunteer, Major Donor, etc)
8. If appropriate, how would the Rotary Club of Nashville be acknowledged in a long term way? (Examples: The Park at Casa Azafran has the Rotary Club symbol in the splash pad; Books provided through the Book Nook project include a sticker on the inside of the book acknowledging books provided by the Rotary Club.)
9. What other information would you like to share with us regarding this request?

ORGANIZATION PROFILE:

ROTARY SERVICE TRUST - PROGRAM MANAGEMENT RESULTS PLAN

ORGANIZATION:

DATE:

VISION:

DESCRIPTION OF METHODOLOGY TO MEASURE LONG & SHORT TERM RESULTS:

<i>Activities (Processes)</i>	<i>Services (Outputs)</i>	<u><i>Intended Short-term Results (Outcomes)</i></u>	<i>Intended Long-term Results (Impact)</i>