



The Rotary Club of Palatine Allocation Committee will begin reviewing applications on January 16, 2018. All applications must be received by January 15, 2018. Applications can be submitted via mail at Rotary Club of Palatine, Allocation Committee, PO Box 412, Palatine, IL 60078 or electronically at allocations@palatinerotary.org. Applications cannot be hand delivered.

The Rotary Club of Palatine prefers to only provide funding to organizations that support the direct Palatine community and are IRC 501(c)(3) organizations.

The official **Allocation Distribution Ceremony will be held on Friday, March, 9th, 2018 at Falcon Park Recreation Center** (The Falcon Room, 2195 N. Hicks Road, Palatine) between 6PM and 9PM. Notification of acceptance will be delivered via email about 2 weeks prior to the ceremony.

PLEASE PRINT LEGIBLY

1. Name of organization: _____

2. Address: _____

3a. Contact name, title, address and phone number for application questions and mailings:

3b. Contact email: _____

4. Purpose or mission of organization or project – Please describe what the organization does for (the people of) the Palatine community:

5. Amount requested: _____

6. Reason for request / project budget – Please describe your request in detail – provide a project budget and indicate which part(s) of the budget you would like funding for (feel free to attach additional information if this space is not large enough). Example: \$50 requested for afterschool homework camp, \$20 for 50 Pencils and \$30 for 5 reams of paper. Your request should be as specific as possible or it will be passed over. **Requests for general funds will not be accepted.**

7. Please identify percentages of Palatine and other populations served (i.e. what percentage of the populations served is in Palatine and elsewhere?):

Palatine _____%, _____

8. What is the organization type as per the Internal Revenue Service:

501(c)(3) Other _____

9. What is the organization's taxpayer identification number (FEIN): _____

10. Additional comments:

NOTES:

All grant requests may be subject to the review of a committee member which will ordinarily result in a visit and/or telephone conference with you to verify and seek additional information that may be required.

Please note that all grants awarded by the Rotary Allocations Committee in excess of \$3,000 may require follow-up monitoring by a committee member and documentation as to the actual grant utilization and/or applications.

All correspondence should be addressed to:

Rotary Club of Palatine
Allocation Committee
P.O. Box 412
Palatine, IL 60078