



The Rotary Club of Tryon Foundation, Inc.

PO Box 923, Tryon, NC 28782

Grant Application Packet

The following items must be included in five duplicate application packets:

1. Grant Application

2. **Proposal** - Submit a detailed description of the program or project and have it signed by an authorized official of the organization. Limit to three (3) single-spaced pages and do not bind or staple in any way. Elements of the proposal should include:

- Concise description of program/project and indicated co-sponsors, if applicable
- Need for the program/project
- Objectives and how to be achieved
- Method and criteria to evaluate success
- Description of applying organization (programs, clientele, annual budget, etc.)
- Plan for publicity recognizing support from the RCOT Foundation

3. **Budget** - Submit a one-page budget outlining the income and the expenses anticipated for the project.

4. **Governing Board** - Provide a list of the Board of Directors and key officers and staff, if applicable.

5. **Tax Exempt Status Letter** - Provide a copy of the federal tax-exempt letter identifying the organization's 501 (c)(3) certification of the Internal Revenue Code.

Applications are to be delivered to:

Rotary Club of Tryon Foundation

PO Box 923

Tryon, NC 28782