



THE ROTARY CLUB of *HAGERSTOWN, MARYLAND*

POST OFFICE BOX 45
HAGERSTOWN, MD 21741-0045

DISTRICT 7350, CHARTER NO. 165
FOUNDED – JANUARY 14, 1915

January 5, 2018

Dear Friends of Hagerstown Rotary,

The Rotary Club of Hagerstown and its charitable arm, the Rotary Club of Hagerstown Charitable Foundation, annually contribute funds to worthy capital expense needs of Washington County nonprofit organizations. Your organization has received these funds at some point in the past. Once again the opportunity to apply for funding is extended. Please note that there have been some modifications to the application. Participation in helping Rotary raise funds is now listed as special criteria. The application delivery has been revised. Please carefully review this procedure. The application form is enclosed for your use. The application is also available on our club website:

<http://www.hagerstownrotary.org/foundation.php>.

In an effort to align more closely with the goals and objectives of Rotary International, this year we will be providing an opportunity for the awarding of grants up to \$15,000 in addition to the smaller grant amounts we've traditionally given of up to \$5,000. The requirements for these grants will be the same as those issued in the past and are to be used only for capital expenditures. You can apply for both a large and small grant or only one. Use a separate application for each requested grant.

In any case, please be aware that if a grant is made to your organization during 2018, it should be spent during 2018. Also, proof of this expenditure will need to be presented according to the instructions that come with the grant check. In addition, if your organization received a 2017 grant from our club, your proof of expenditure for those funds must be received before your organization can be eligible for 2018 funding.

If your organization wishes to pursue funding from the Rotary Club of Hagerstown Rotary Foundation and can adhere to our criteria for capital expense funding requests, you are encouraged to complete and submit the attached application. **Examples of capital expense funding are amounts paid to acquire depreciable tangible property or permanent improvements to real property.** A capital expense generally must be depreciated over the asset's useful life. Examples include building construction, equipment, furniture, etc.

Funding will not be approved for operating expenses. Operating expenses are amounts paid for day-to-day operations, such as rent, repairs, wages, utilities, office supplies, operating expenses for programs your organization may offer, etc. Thank you.

Finally, enclosed with this letter and application is a flyer promoting our club's largest fund raising event of the year, The Bull & Oyster Roast. Our ability to fund organizations like yours comes from the proceeds of this and other events. We do take into consideration your organization's support of Rotary when making grant decisions so please consider buying tickets or sponsoring a table.

Yours in Rotary,

Michael Johnston

Michael Johnston,

President, Hagerstown Rotary Foundation

The Rotary Club of Hagerstown Charitable Foundation, Inc.

2018 Capital Improvement Funding Application

Organization: _____

Address: _____

Phone: _____

Email: _____

Contact: _____

Are you tax exempt under Section 501(c) (3) of the Internal Revenue Code of 1954?

_____ Yes

_____ No

If yes, submit proof. If not, we cannot grant money to your organization. The name of the organization must be identical to the entity named on the 501(c) (3) letter.

Has applicant filed form 990?

_____ Yes

_____ No

Current Annual Budget: \$ _____

Please attach copy of latest annual financial statement.

Please attach list of officers and Board of Directors.

Amount Requested: \$ _____

How funds are to be used (**capital improvements only**):

Please describe what your organization has done or is planning to do through current Rotary year (July 2017-June 2018) to help the club raise funds for the foundation. This includes selling tickets, sponsorships and participation at fund raising events. Bull & Oyster Roast is scheduled for February 25, 2018 at HCC. Our golf tournament is scheduled for April 19, 2018 at FHCC

Please attach additional statements, if necessary.

Authorized Signature: _____

Title: _____

Date: _____

Note: One completed copy of the application is to be delivered no later than 4pm on Monday, April 23, 2018 to:

Hagerstown Rotary Foundation
C/O John Latimer
Keller Stonebraker Insurance, Inc
1120 C Professional Court Inc.
Hagerstown, MD 21741

Email questions only to: john.latimer@ksiinc.com

Note: Applications must be hand delivered by applicant directly or delivery service only to address above. No form of application will be accepted by email.

Applications received after this deadline (4/23/18) will not be considered.

Funds will be distributed on June 18, 2018 at our regular Rotary meeting held at Fountain Head Country Club at 12 noon. **Applicants will be notified by the end of May if they have received funding for this year.** We request that recipients send a representative from their organization to this meeting in order to be recognized and to receive the allocated monies.