



Club of Albuquerque del Sol

## Don Chalmers Memorial Grant Application Requirements

1. Provide contact information for at least two individuals from the charity who are familiar with the grant application. Include names, titles or positions, email addresses, office phone and cell phone numbers, and mailing address.
2. All information should be in a PDF format. Description of the charity and statement that the terms and condition of the Rotary grant have been met. Grants cannot be issued to religious or political organizations, including affiliates or foundations created to support the charity. Charities must be a non-profit 501(c)3 designated organization chartered in New Mexico and registered with the Secretary of State and the Attorney General. The charity must primarily serve vulnerable children in New Mexico, with at least 75% of services directly provided to children under the age of 18. The majority of children served should be from families earning poverty-level household incomes.
3. Description of demographics and number of children served by the charity. The level of inclusion and diversity should also be provided.
4. Mission and or Vision Statement(s) and supporting strategic plans.
5. Brief description of programs and needs as well the purpose for the grant.
6. Type of grant requested (only one type can be selected):
  - a. Start-Up Grant. Request between \$500 and \$5,000. Current financial statement and budget. Additional financial information if available.
  - b. Traditional Grant: Request between \$5,001 and \$10,000. Two years of audited or unaudited financial statements (without footnotes). Current budget and impact analysis if available. Information should be submitted by email to [rotarydelsol.org](mailto:rotarydelsol.org)
  - c. Impact Grant: Request between \$10,001 and \$20,000. Three years of audited financial statements (without footnotes) and opinion letters. Three years of budgets. Statistical impact reports for at least 3 years (preferably using results-based accountability methods). Submit this information to [rotarydelsol.org](mailto:rotarydelsol.org)
7. 501(c)3 designation letter from the IRS.
8. List of board of directors and paid officers and staff.
9. Evidence of current reporting requirements to all applicable federal and state agencies.