



Applicants: Please read carefully. Incomplete or non-compliant applications may be disqualified.

Application Requirements

1. Use the Correct Form

Only use the current year's application form available on our website:

<https://tulsarotary.com/club-foundation-grants.php>

Do not use previous years' forms—requirements change annually.

2. Deadline

Completed applications must be **received electronically by midnight on August 31**, or the next business day if it falls on a weekend.

Late submissions will not be accepted.

If an application is submitted on time but missing information, applicants will be notified and given **three (3) days** to submit corrections.

3. Required Format

The official Foundation application form must be used. Please do **not** recreate or reformat responses in a separate document.

You may include **one additional page** if further clarification is needed.

4. Review Criteria

Pages 3–4 outline the evaluation criteria used by the Grant Committee. Please review these carefully before submitting.

5. Audience

Your application will be reviewed by community-minded Rotarians—not professional grant reviewers. Write clearly and concisely.

6. Vendor Quotes – Equipment or Vehicles

Applications requesting funding for equipment or vehicles **must include actual vendor quotes** (not screenshots or clippings).

If actual quotes cannot be obtained, provide a written explanation.

7. Technology Requests

All technology-related requests **must include quotes from [501Tech.net](https://www.501Tech.net)**.

Contact them early to ensure timely submission.

8. Documentation

Submit **only the requested materials**. Please avoid submitting organizational histories or additional attachments unless requested.

If you cannot submit a required document (e.g., due to new nonprofit status), include a brief explanation.

9. Signatures and Contacts

The application must be **signed** and must include the **names, phone numbers, and email addresses of two contacts**.

10. File Submission

Do **not** combine all documents into one single PDF.

Submit **separate, clearly labeled files**. For example:

- ABC Nonprofit – Grant Application
- ABC Nonprofit – IRS Determination Letter
- ABC Nonprofit – 2024 Audit

11. Outdated Documents

If your most recent audit or tax return is **over one year old**, please provide a brief explanation.

12. Submission Instructions

- **Email Submissions:** Once you have completed your application, please send an email to TulsaRotaryGrants@gmail.com requesting the link to upload your application. Within 1 business day, you will receive the link with instructions on how to upload your application to the Rotary Grants Dropbox account. This process provides security for your organization and the application.
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Grant Guidelines (Revised May 2025)

1. Application Timeline

- **Deadline:** August 31 (no late applications accepted)
- **Review Period:** September–early October
- **Board Submission:** 2nd week of October
- **Foundation Review:** 4th week of October
- **Grant Awards Distributed:** December

2. Geographic Focus

Preference is given to projects serving Tulsa and surrounding counties.

3. Eligible Projects

Priority is given to one-time capital expenditures (e.g., equipment, vehicles, facility improvements) for organizations unable to fund these items through operating budgets.

Routine operating expenses are not eligible.

4. Grant Amounts

- Maximum standard request: **\$20,000**
- Larger requests may be considered for exceptional one-time projects.
- All requests must include **vendor quotes**.
- Final award amounts are subject to available funding.

5. Annual Applications

Organizations may apply annually. Previous funding is not a disqualifier, but will be considered.

6. Impact Considerations

Projects that serve a large population and promote **diversity and inclusion** are strongly favored.

7. Priority Focus Areas

Preference will be given to initiatives that benefit:

- At-risk youth
- Women and children in need
- Individuals experiencing homelessness
- Veterans

8. **Rotarian Involvement**

Projects supported or recommended by a member of the Rotary Club of Tulsa are encouraged.

9. **Use of Funds**

Grant funds must be used as outlined in the application **within one year of award**. Receipts may be required. Any unused funds must be returned.

10. **Eligible Organizations**

Applicants must be a **501(c)(3) nonprofit** or an organization providing charitable services as defined under Oklahoma law.

11. **Technology Requests**

Technology-related proposals must be reviewed and quoted by 501Tech.net prior to submission.

12. **Faith-Based Organizations**

Eligible, provided the project does **not promote religious doctrine**.

13. **Large-Scale Projects**

Projects exceeding standard funding levels may require matching funds or proof of additional funding sources.

14. **Post-Funding Review**

Some projects may be evaluated one year or more after funding to assess impact and effectiveness.

15. **Financial Disclosure**

All applicants must disclose:

- Assets
- Major funding sources
- Endowments or building funds (even if not included in financial statements)

Acknowledgment

By signing the grant application, you confirm that you have read and agree to comply with all application requirements and grant guidelines.

2025-2026 Grant Application



Please complete this form by typing in answers in the boxes shown below. Text box size is limited.

When you have completed the application, send an email to TulsaRotaryGrants@gmail.com and request a link to upload your application to the Grants Application Dropbox. For more information, call 918-760-2349 or email TulsaRotaryGrants@gmail.com

Please include the following required documents:

- a) Most recent fiscal year-end financial statement or audit, signed by the organization financial officer.
- b) Most recent 990 or audit salary schedule (see Item L)
- c) 501(c)(3) documentation from the IRS
- d) Equipment quotes and specifications for your request

Grant Request Deadlines

Applications are accepted from Aug. 1 – Aug 31.
Approved grants are paid once a year.

Date of this Applicatio:

Name of Organization	
Amount Requested	
Items to be Purchased	
BRIEFLY Describe Who and How Many Will Benefit.	
Contact, Title & Email	
Executive Director & Email	
Board Chair	
Organization Address	
City, State, Zip	
Primary Phone	
Alternate Phone	
Organization Website	
Federal Tax ID Number	
Does 100% of your Board financially support your organization?	YES NO

We agree that this application fairly and honestly represents the needs, governance, and finances of the charitable organization we lead.

Applicant Contact & Title	Signature	Date
Executive Director or Board Chair	Signature	Date
Endorsing Rotarian (Recommended)	Role (e.g., Donor, Board Member, Volunteer)	

Signature (Please print name. Rotarians signature is optional with their assent)

Please respond to each of the following questions.
Text box size is limited to the number of characters stated.

A. Please describe the mission of your organization. *Limit 700 characters.*

B. What services do you provide to the community? How many people are helped yearly? *Limit 900 characters.*

C. Does your organization benefit youth? If so, how many and in what ways? *Limit 800 characters.*

D. Will this donation benefit persons living in Tulsa or adjoining counties? Explain. *Limit 700 characters.*

E. What other sources of funds or matches are you soliciting for this project? *Limit 800 characters.*

F. Do you receive funds from the United Way? If so, list amounts for the past 3 years. *Limit 500 characters.*

G. What amounts on your financial statements are 'Restricted', for what purpose and for how long? *Limit 700 characters.*

H. Do your financial statements reflect "Beneficial Interest in Assets Held by Others" such as the Tulsa Community Foundation? If yes, list with whom and amounts. *Limit 800 characters.*

I. Does the organization receive benefits from any endowment, trust, corporation, fund or other financial assistance not listed on your financial statements? If yes, describe in detail. *Limit 900 characters.*

J. List the dates and dollar amounts for any grants received in the past 5 years from the Rotary Club of Tulsa Foundation. *Limit 600 characters.*

K. Has anyone affiliated with your organization completed the Oklahoma Center for Nonprofits "Standards for Excellence" program? Please list names & title. *Limit 600 characters.*

L. Does your organization have an annual audit & file IRS Form 990? If YES, include a copy of the salary schedule. If no, please state reasons.

NOTE: *You may submit a different set of current financial documents instead of the financial form following this page if you prefer. Audited or CPA prepared statements are given preference.*

Balance Sheet as of:

Amount (whole \$) Description if needed

<u>Current Assets</u>	
Cash & cash equivalents	
Accounts & pledges receivable	
Investments	
Inventory	
Loans and notes receivable	
Prepaid insurance & expenses	
Beneficial assets held by others	
Other current assets	
Total Current Assets	

Amount

Description if needed

Land		
Buildings		
Machinery and equipment (Less Accumulated Depreciation)		
Deferred charges		
Other fixed assets		
Total Fixed Assets		
Total Assets		

Amount

Description if needed

Accounts payable		
Notes payable		
Payroll & other accrued expenses		
Current portion of long-term debt		
Deferred or unearned income		
Other current liabilities		
Total Current Liabilities...		

Amount

Description

Mortgages payable		
Other long-term debt		
Capital lease obligations		
Other long-term liabilities		
Total Long-Term Liabilities...		

Amount

Description