

## **Rotary Club of Stockton Charity Allocations Request**

The following information is required when submitting a request for a charitable allocation from the Rotary Club of Stockton or the Stockton Rotary Endowment. Please provide the requested information on the organization's letterhead.

1. Name of Organization:
2. Address:
3. Names of Principal Officers and/or Board of Directors:
4. Name of Contact Person:
5. Type of Organization: (Non-Profit, Governmental, etc.)
6. Taxpayer Identification Number:
7. IRS Tax Exempt Section: (501(c)3; 501(c)4; etc.). Include a copy of the IRS letter or date of same.
8. Dollar amount of charity allocation requested:
9. Tangible item (s) or funding of External Services requested:
10. Specifications with at least two bids/quotations for the item(s) desired:
11. Description of services to be provided by the requested item(s):
12. Demographic make-up of persons served by the organization:

### **IMPORTANT NOTICE**

Please note that the Rotary Club of Stockton and the Stockton Rotary Endowment require that the funds awarded be expended for the purposes outlined in the charitable request. The funds awarded must be expended within ninety (90) days after receipt with appropriate expenditure documentation retained by the organization. It is the intent of the grantor to visit each charitable organization to ascertain if the above conditions have been satisfied. If the funds are expended in a manner different from the request or not within the time frame indicated, the grantor will request that the funds be returned. Submitting your application indicates your understanding and acceptance of the conditions set by the grantor.

Upon completing your application request, please submit to the:  
Chairperson, Charity Allocations Committee  
Rotary Club of Stockton, P.O. Box, 7457, Stockton, CA 95267-0457