



## **ROCHESTER PRESS-RADIO CHILDREN'S CHARITIES FUND, INC. CHARITIES COMMITTEE REQUEST FOR 2018 GRANT**

### **REQUEST INFORMATION**

1. The request should be for a specific youth or family-related program, project or effort.
2. The organization or agency must submit a formal request (proposal) to the Charities Committee. Please attach the enclosed form with your request so we may comply with accounting and tax rules.
  - Amount of the request (specific dollar amount)
  - Purpose/objective of the program (specifics)
  - How the funds would be spent - please be specific the total cost of the program or project.
  - Previous year's total expense and revenue including other sources of funding

The Committee only accepts written requests/proposals which may be mailed to:  
Rochester Press Radio Club Children's Charities Fund, Inc.  
P. O. Box 18514  
Rochester, New York 14618

### **CHARITABLE GUIDELINES AND FUNDING POLICY**

To qualify for financial assistance, the organization must:

- Hold an IRS 501 (C) (3) tax exempt determination letter.
- Submit a written request/proposal per above request guidelines.
- Submit information required above and any additional information such as purpose and objective of the requesting organization, audited financial statement, budget, a list of officers, and other sources of funding.
- Allow pre-funding evaluation procedures such as on-site visits and interviews as requested.
- Be accountable for the proper use of funds, cash checks within 30 days, and submit data or reports as requested.

**The grants are not automatically renewed each year and are dependent on the annual Day of Champions dinner success.**

**2018 grant requests close 08/01/18 and will be announced in fall of 2018.**