



## Highland Optimist Club

### Guidelines for Grant Applications

The Highland Optimist Club for their current fiscal year has approved \$8,000.00 in grants to be given away to Highland youth organizations. Following are the rules and requirements in order for a grant to be given away:

#### **YOUTH ORGANIZATIONS**

- The organization must have more than 9 kids in their organization.
- The organization must be more than 2 years old.
- The organization must give a brief verifiable history of its activities
- The organization must show how the youth are benefited.
- The organization must have more than 75% of their members currently living in the Highland School District.
- The organization's members must be of High School age or younger.

#### **GRANT QUALIFICATIONS**

- The maximum amount of the grant is \$500.
- It is a matching grant that is based on the net profit of a fund raising event or activity.
- The event must include the kids performing key activities that result in the profit for the organization.
- A detailed report showing the money earned and expenses paid by the kids that resulted in the profit. The report should include bank statements and cancelled checks and paid bills.

#### **OTHER QUALIFICATIONS**

- The fund raising event or activity cannot be an optimist event.
- The fund raising event must be local and not affiliated with a regional or national event.
- The report and grant application must be submitted to the Optimist before August 31st of each fiscal Optimist Year. There must be a full reporting of all income and expenses.
- Consideration will be given for circumstances beyond the control of the organization. (IE: weather, fire, lost goods, etc.)
- The Optimist reserves the right to decline any grant and are not responsible for lost or undelivered applications.

(See next page)



## Highland Optimist Club Grant Application

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Person to Contact: \_\_\_\_\_

Current Leaders or Officers:  
\_\_\_\_\_  
\_\_\_\_\_

Brief History of Organization:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of the Fund Raising Event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report of Net Profit: *(The report should include bank statements and cancelled checks and paid bills.)*

Income:	\$	Expenses:	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
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