

# ROTARY CLUB OF SANTA ROSA

Attn.: Charitable Projects Committee  
P.O. BOX 505, SANTA ROSA, CA 95402

## Grant Guidelines

The Rotary Club of Santa Rosa was chartered in 1921 to serve the community. In 1989, the Rotary Club of Santa Rosa Foundation was formed with the express purpose of raising and distributing philanthropic funds for worthy community service projects in the Santa Rosa area. These projects further Rotary's mission of community and vocational service and the goals of the Rotary Club of Santa Rosa.

## Guidelines for Funding

The Rotary Club of Santa Rosa ("Club") accepts proposals from groups and organizations. The Rotary Club of Santa Rosa Foundation ("Foundation") accepts proposals only from organizations granted the IRS 501(c)(3) status by the Internal Revenue Service. This application is used for all proposals. The Club and the Foundation currently fund programs from its general endowment fund and special funds in the following **Areas of Interest:**

- Help for the Less Fortunate
- Education for all Ages
- Children and Youth
- Arts and Culture
- Quality of Life

In addition, the Foundation awards grants for programs assisting "battered and abused people" from a restricted fund.

Grants have been awarded for:

- Special one-time projects
- On-going programs
- Special program support
- Specific equipment and materials

The Club and the Foundation *generally* do not award grants for the following:

- Administrative salaries or annual operating expenses
- Projects supported by parents for the benefit of their own children, such as youth activity teams, trips, camps, scholarships, etc.
- Projects for religious or political purposes
- Individuals
- Projects of a highly controversial nature

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## **Grant Limitations**

Grants generally range from \$250-\$2,500. When and if additional monies are available, the Charitable Projects Committee will entertain requests for projects in the range of \$2,500-\$10,000. Grants are limited to one per organization in a twelve-month period. If a request is declined, an organization may reapply the following year.

## **Required Reporting**

Each grant must be acknowledged in writing promptly upon receipt of the grant funds. In addition, the grant recipient may be asked to attend a meeting of the Rotary Club of Santa Rosa for presentation of the grant award. It is also requested that all grant recipients provide a letter indicating how grant funds were used within 60 days from the end of the funded project.

## **Application Procedure**

Applicants are requested to submit a completed grant application form (enclosed) with required attachments. Items to be included are as follows:

1. A clearly defined project budget outlining the specific use of the grant funds.
2. A copy of the sponsoring organization's IRS 501 (c)(3) Determination Letter, if applicable.
3. A copy of the sponsoring organization's letterhead, listing the current Board of Directors

Grant requests will be considered annually in the Fall. Award notification or regrets will be sent by December 31<sup>st</sup>.

## **Letters and Applications should be addressed to:**

The Rotary Club of Santa Rosa  
Attn.: Charitable Projects Committee  
P.O. Box 505  
Santa Rosa, CA 95402-0505

**Application Deadline is October 31**

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## *Contribution Request Application*

*Limit to 3 pages, excluding budget and 501 (c)(3) Determination Letter*

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

Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Name and title of person requesting grant: \_\_\_\_\_

Date of Request: \_\_\_\_\_

### *Your Organization*

1. Please describe the major purpose of your organization. Include date of formation and number of persons served annually:

### *Your Funding*

1. What is your annual budget? \$ \_\_\_\_\_
2. What is the total you raise from private contributions annually?  
\$ \_\_\_\_\_
3. Please list your other funding sources, indicating percentage of total operating budget.
4. Please attach a copy of your budget.

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## Your Project

1. Describe the project for which you are requesting support and the location in which the project is being carried out.

2. State the amount of the grant you are requesting \$ \_\_\_\_\_

3. What is the total project budget? \$ \_\_\_\_\_

4. Please indicate other funding sources for this project.

5. What is your plan for evaluating the effectiveness of the project.

6. Does the project have a specific time requirement? If so, please outline.

### **PLEASE INCLUDE A COPY OF THE FOLLOWING:**

- *IRS 501(C)(3) Determination Letter, if applicable*
- *Organization letterhead with list of Board of Directors*

**Application Deadline is October 31**