



Grant Request Process and Application

The Rotary Club of Grand Rapids Charities Foundation (Foundation) welcomes 501(c)3 organizations to apply for grant funding that aligns with one or more of Rotary International's Seven Areas of Focus: 1) peace and conflict prevention/resolution, 2) disease prevention and treatment, 3) water and sanitation, 4) maternal and child health, 5) basic education and literacy, 6) economic and community development, and 7) the environment.

Mission: The mission of the Foundation is to support charitable, scientific, literary and educational purposes in the greater Grand Rapids area. A special focus is on youth activities, improvement to the environment, and charitable endeavors promoted by the Rotary Club of Grand Rapids.

Please note that our charity fund typically deals in smaller awards for projects that are new or innovative and which do not require our on-going annual assistance. Further, we generally do not approve funds for administrative, general, or routine programming expense. Rather, we encourage applications that offer an identifiable, tangible, and lasting program and/or specific program asset, where our funds make a substantial impact relative to the whole and where The Rotary Club of Grand Rapids is given visible credit for its support.

Timeline: Applications are accepted anytime during the year. Applicants should allow at least 60 days for grant processing and consideration. Applicants will be alerted of the outcome within 90 days of application receipt. If the request is of an emergency nature, please indicate and explain. In true emergencies the 60 day period may be waived. Grant recipients are eligible to receive up to one grant per fiscal year (July 1st - June 30th). Recipients must apply each year to be eligible.

Reporting: If this project receives funding, you will be asked to submit a brief narrative report summarizing the project activities and outcomes after the project's conclusion or not later than six months from the allocation of the funds.

Submission: Please submit your completed application to rotary@grrotary.org.

Additional required attachments are noted in the application below. The Foundation may request additional information or an interview as part of the evaluation process. Please also note that the Foundation Grants Committee holds "office hours" on the 3rd Thursday @ 11:30 before our regular Rotary luncheon at Kent Country Club in order to better explain our focus, process, and financial capabilities and to discuss your project, application, and questions. Kindly advise the Rotary office if you plan to attend as the schedule is particularly tight and sometimes crowded.

Criteria: In deciding on how to grant available funds, the following criteria will be used to evaluate an application (see page 2)

Grant Scoring Application and Guidelines

Name of Organization:

Date:

Organization's IRS Tax

Status:

Address:

City, State and Zip:

Contact Name, Title:

Signature:

Phone:

Email:

Amount of Request:

Date Funds Needed by:

<p>Brief, high-level summary of the proposed project (100 word limit)</p> <hr/> <p>Aligns with one or more of Rotary International's Seven Areas of Focus (400 word limit)</p> <p>A. Share explicitly and concisely the need for the proposed project</p> <p>B. Explain how the project will align with at least one of the areas of focus</p> <p>C. Describe the target population for services and how many lives will be impacted</p> <p>D. Provide the plan to ensure the proper and efficient administration of the project, including the project's organizational structure; the time commitment of key project staff; and financial, personnel and records management</p>	<p>Possible Value</p> <p>40%</p>
<p>Promotes Rotary and its relevance to the community (200 word limit)</p> <p>A. Provide the plan to inform residents, schools, community organizations, etc. of the purpose, objectives and services of the project and the eligibility requirements for participation in the project</p> <p>B. Explain the project's relevance to the community and local, regional and national stakeholders</p> <p>C. Describe how the organization will promote Rotary and Rotary's support of the organization's project</p>	<p>20%</p>
<p>Plan to Leverage of grant funding in order to increase impact in your community and around the world (200 word limit)</p> <p>A. Provide details on how the organization will collaborate with other organizations to include non-profits, faith-based organizations, corporations, etc. in order to increase the impact of the grant funds</p> <p>B. Identify all partners and provide how and what these collaborators will provide to enhance this project</p> <p>C. Identify what makes these collaborators the best match for the work outlined in the project</p>	<p>20%</p>

<p>Service Area(100 Word Limit)</p> <p>A. Provide a description of the service area to include city and community demographics, and any other pertinent info to assist with the context of the proposal. Projects in Greater Grand Rapids area score higher</p> <p>B. Provide the title(s) of the leader(s) of the project and detail their understanding of the community being served by the project</p>	<p>10%</p>
<p>Measureability/Accountability (50 Word Limit)</p> <p>A. Provide at least three measurable goals and objectives of the project</p> <p>B. Describe how you will measure the success of the project</p> <p>C. Describe your formative and summative assessment plan</p>	<p>5%</p>
<p>Budget Documentation (Attachement)</p> <p>A. Itemized budget for projected usage of the requested funds</p>	<p>5%</p>
<p>Required Attachments:</p> <p>A. Income and expense statement and balance sheet for last completed fiscal year</p> <p>B. Other budget information not contained in the past year's financial statement</p> <p>C. Other available funding sources</p> <p>D. Copy of IRS Determination Letter</p>	