

**Rotary Club of San Marino**

**Community Capital Projects Grant  
Grants for Projects \$3000 and Over**

**Application and Guidelines  
for  
2016-2017 Grant Year**

**Application Deadline:**

**Friday, March 3, 2017 by 5:00 p.m.**

**Submission of Applications:**

**Please Direct Grant Applications to:**

San Marino Rotary Charities  
2016-2017 Community Capital Projects Committee Chair

Wayne Carter  
Chairman – Capital Projects Committee  
Email: [wayne@iwcarter.com](mailto:wayne@iwcarter.com)  
Phone: 626-765-6345

For questions or assistance in completing this application, please contact:

Wayne Carter  
Email: [wayne@iwcarter.com](mailto:wayne@iwcarter.com)  
Phone: 626-765-6345

Aaron Gil  
Email: [aaron@fotonuova.com](mailto:aaron@fotonuova.com)  
Phone: 626-688-6047

**Please complete this application in a typed format. If  
unable to do so, please inquire with a committee member  
for assistance.**

# Rotary Club of San Marino

## Rotary Club of San Marino Community Grants – Capital Projects Guidelines

The San Marino Rotary Charities (“Charities”), on behalf of the Rotary Club of San Marino, will consider Grants to assist credible agencies and institutions serving children and youth, the elderly, and projects that will improve the quality of life of people in the Greater San Marino community.

Consideration will be given to the support of well-conceived projects which promise significant positive results and that are likely to produce an ongoing long-term effect. Grant requests from nonprofit organizations that are represented by a large number of active volunteers from the Rotary Club of San Marino are given priority. It is not normally the desire of Charities to be the sole source of the funding for a project; an applicant's efforts to obtain additional funding for a project from more than one source will be viewed favorably.

To be reviewed, a complete application must be received by 5:00 p.m. on the deadline date listed on Page One of this document. Applications must be submitted by e-mail to the appropriate address listed on Page One of this document. Each page of the application needs to be identified with the name of the organization and page number on the lower right corner.

Please note that the Grant guidelines and procedures are subject to modification each year.

### Scope and Type of Grants

#### I. Eligibility:

**A. Capital Projects:** Grants may be made for a capital expenditure used for the acquisition of tangible items or improvement of facilities. Examples of tangible items are new vehicles, equipment replacement and modernization and educational materials that tend to remain with an organization and have a minimum life span of five years.

**B. Grant Limitations:** Grants for the following purposes will not be considered:

1. Items that do not constitute a capital request include videos, books, web site development, and "consumables" such as brochures, posters, uniforms, and individual sports equipment.
2. Funds to be used for reimbursement of items purchased prior to the Grant award date.

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3. Conferences, workshops, exhibits, travel, surveys, film or publishing activities;
  4. Debt retirement;
  5. Projects or programs normally financed by government, academic, or other sources;
  6. Endowment funds;
  7. Political organizations or candidates;
  8. Sectarian religious purposes;
  9. Medical, science, or academic research; or
  10. Direct grants, scholarships, or loans to individuals.
- C. **Board-Approved Non-discrimination Policy:** The applicant organization must have a board-approved policy regarding staff employment, electing a governing board, and providing service without discrimination on basis of race, religion, gender, sexual orientation, age, disability or national origin.
- D. **Grant Notification Report:** (FOR PAST GRANT RECIPIENTS ONLY) For a past grant recipient to have a new grant request considered, the organization must have submitted a self-evaluation report documenting the prior grant project's actual cost, results and effectiveness within the one-year period during which the grant funds were to be used. Past grant awards do not affect current applications.

### II. Type of Grant:

**B. Capital Expenditure:** Grants may be made for a capital expenditure used for the acquisition of tangible items or improvement of facilities. Examples of tangible items are new vehicles or equipment, equipment replacement and modernization and educational materials that tend to remain with an organization and have a minimum life span of five years.

**C. Grant Period:** The Grant period is one year in duration from the date of award. If funding is not utilized within one year from the date of the award, the Grant may be rescinded at the option of San Marino Rotary Charities. If the Grant is rescinded the unexpended funds are to be returned unless a prior extension is granted through a written request.

**D. Full Grant Funding:** If Grant funds available for distribution are limited, Charities prefers to fully fund some Grant applications rather than partially funding a greater number of applications. Decisions on Grant applications will not be based upon a limitation of funds available for Grants, but rather, upon the benefits of the proposed use of funds.

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## **Grant Review Process**

Each Grant proposal will be reviewed by the Community Grants – Capital Projects Committee, whose voluntary members are individuals from the Rotary Club of San Marino. Final Grant approval rests with the Charities Board of Directors Executive Committee. All applications are treated with confidentiality and impartiality.

In the course of considering a proposal, the Community Grants – Capital Projects Committee may request additional information and clarification and/or an interview and site visit. Any questions or need for additional information will be directed to the designated primary contact(s) listed in the application. Any attempt to contact committee members for the purpose of influencing the review process or to lobby on behalf of a proposed Grant is inappropriate.

While it is anticipated that Grant applications will be reviewed within a minimum of four weeks of receipt, the application review process can take up to three months to complete. As such, proposals with an immediate need for funding are not appropriate.

## **Grant Review Criteria**

The following Grant review criteria play the most important role in the decision-making. These criteria are offered as a means of helping applicant organizations to understand what the Grant Committee is looking for as it reviews proposals.

- A. APPROPRIATENESS: How well does the project to be funded by this proposal meet the Grant guidelines?
- B. SIGNIFICANCE: If the project does meet the Grant guidelines, how significant is the issue or need and how meaningful will the project's outcome be?
  - Is the issue/opportunity significant in our community?
  - Is evidence offered to substantiate the problem described?
  - If the project succeeds, will it make a meaningful contribution?
- C. CAPACITY: The extent to which the organization demonstrates sound management practices and has the skills, commitment, resources, experience, and time to implement the proposed project successfully.

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D. METHODS: Given the proposed outcomes of the project, does the plan of action seem appropriate and will it be effective in achieving its goals?

- Does the plan of action give you a clear picture of how the project will proceed?
- Does the plan of action clearly relate to the stated problem/opportunity?
- If this is a new program, is there a credible basis for the plan of action?

E. CLARITY: Are the proposal project, plan of action and proposed outcomes stated clearly so that the members of the Grants Disbursements Committee fully understand what is involved in the project and what will occur if it is funded?

F. PRIOR PERFORMANCE: Effectiveness, Quality of Services and Accountability (FOR PAST GRANT RECIPIENTS ONLY)

- Review of the applicant organization's performance on past Grants.
- Review of progress and final grant self-evaluation reports on previous Grants.

### Awards

All applicants will be notified in writing whether a Grant request has been approved by 6 weeks after the due date. If a proposal is declined, a designated member of the Community Capital Projects Committee will be available to explain and advise on future application efforts.

After the Charities Executive Committee has approved grant funding recommendations, the Community Grants – Capital Projects Committee Chair will prepare a schedule for presenting Grants to the recipient organizations that reflects the timing of the need for funds by the recipient organizations. Members of the Community Grants – Capital Projects Committee will present the Grants at regular San Marino Rotary Club lunch meetings.

Regrettably, the availability of grant funds permits a favorable response to only a limited number of requests. Lack of approval should not be considered an indication by San Marino Rotary Charities as a lack of appreciation for the merit and worthiness of either the proposal or the organization seeking support.

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**Community Grants – Capital Projects 2016-2017**

**Applicant:** \_\_\_\_\_

**Requested Amount:** \_\_\_\_\_

**Applicant Contact Person:** \_\_\_\_\_

**Address & Contact Information for Applicant:**

\_\_\_\_\_

**SM Rotary Liaison:** \_\_\_\_\_

**Benefitted Group (i.e., homeless, elderly, children, etc.):**

\_\_\_\_\_

**Objective of Project:**

\_\_\_\_\_

**Expected Project Start Date:** \_\_\_\_\_

**Expected Project Closing Date:** \_\_\_\_\_

**Previous Grant Date from San Marino Rotary (if any):** \_\_\_\_\_

**Has Your Organization Received a Grant from Another Rotary Club in the last 2 Years?** \_\_\_\_\_ **If Yes, What Year?** \_\_\_\_\_

**If Yes, Please Describe the Project and Provide the Award Amount**

\_\_\_\_\_

\_\_\_\_\_

**Project Details (Summary):**

\_\_\_\_\_

\_\_\_\_\_

**Total Project Cost:** \_\_\_\_\_

**Project Cost Breakdown:**

\_\_\_\_\_

\_\_\_\_\_

**Enclosures (Please attach)**

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**Grant Application Checklist**

**Please complete the following checklist so that your organization may ensure that all pertinent information is provided to the Grants Disbursement Committee.**

**\_\_\_ Enclose a copy of your 501(c)(3)**

**\_\_\_ Enclose supporting documentation for your request such as photographs, vendor quotes and reports**

**\_\_\_ Complete all sections of the application**

**\_\_\_ Is your organization in San Marino or the surrounding community?**

**\_\_\_ If provided a previous grant from San Marino Rotary, please provide a report outlining the project, grant amount, receipts, photographs and additional supporting documentation**

**The Community Grants – Capital Projects Committee would like to thank you in advance for providing all the details of your request. Last year the San Marino Rotary Club granted Community Capital Grants ranging from \$3000-\$6000.**