

**Rotary Club of San Marino**



**COMMUNITY GRANT  
APPLICATION & GUIDELINES  
2016-2017 Grant Year**

**Grant requests must not exceed \$3,000.**

Last fiscal year Rotary Charities distributed  
17 grants ranging from \$500-\$2500.

**Application Deadline:**

Friday, January 27, 2017 by 5:00 p.m.

**Submission of Applications:**

Please direct Grant Applications and/or questions to:

San Marino Rotary Charities  
2016-2017 Rotary Community Grants Committee Chair

Michelle Cox  
at [mcox@VillaEsperanzaServices.org](mailto:mcox@VillaEsperanzaServices.org)  
or 626/449-2919, ext. 128

Please complete the application in a typed format and submit via email.  
If unable to do so, please contact Michelle Cox for other arrangements.

**Rotary Club of San Marino**  
**Community Program Grant**  
**Application Checklist**

Complete the following checklist so that your organization may ensure that all pertinent information is provided to the Rotary Community Grants Committee.

- Request amount \$3000 or under**
  
- Copy of organizational 501(c)(3) or proof of 1 day community event**
  
- Any supporting documentation for your request such as photographs, vendor quotes and reports**
  
- All sections of the application are complete**
  
- Organization applying is within the San Marino or surrounding communities.**
  
- If a previous grant from San Marino Rotary was issued to your organization last fiscal year (July 1, 2015-June 30, 2016) , please provide a short report outlining the project, grant amount awarded, receipts, photographs and additional supporting documentation.\***

**\*Grants previously awarded do not impact your current application.**

The Rotary Community Grants Committee would like to thank you in advance for providing all the details of your request so that we may make an informed review.

Last year the San Marino Rotary Community Grants Committee granted 17 awards ranging from \$500-\$2500.

**Rotary Club of San Marino Community Grants Guidelines**

## Rotary Club of San Marino

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 a multiplier, 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 email address listed on Page One of this document. If an organization needs to mail the application, please contact the committee chair (information on page 1) for the address. 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. Charitable Purposes:** Grants will only be made to IRS 501(c)3 charitable organizations or to single day community events such as the City of San Marino Memorial Day Ceremony.

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

1. Conferences, workshops, exhibits, travel, surveys, film or publishing activities;
2. Debt retirement;
3. Projects or programs normally financed by government, academic, or private sources;
4. Endowment funds;
5. Political organizations or candidates;
6. Sectarian religious purposes;
7. Medical, science, or academic research; or
8. Direct grants, scholarships, or loans to individuals.

## Rotary Club of San Marino

- 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. **Confirmation Letter:** (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.

### II. Type of Grants:

**A. Program Support:** Grants are available for a new program, the expansion of an existing program or strategic support for an existing program. Services delivered by the program must be part of the nonprofit's mission and meet identified community needs. The program is defined as a coherently packaged group of activities designed to result in meaningful and measurable change for its participants. The program should be designed to reach the greatest number of people at the most reasonable cost. These funds are to be used to support direct program costs, not indirect operating expenses.

**B. 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 Charities. If the Grant is rescinded the unexpended funds are to be returned unless a prior extension is granted through a written request.

**C. 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.

### Grant Review Process

Each Grant proposal will be reviewed by the Rotary Community Grants 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 Rotary Community Grants Committee may request additional information and clarification and/or an interview and site visit. Any questions or need for additional

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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.
- 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 Rotary Community Grants Committee fully understand what is involved in the project and what will occur if it is funded?

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### **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 Rotary Community Grants Committee will be available to explain and advise on future application efforts.

After the Charities Executive Committee has approved grant funding recommendations, the Rotary Community Grants 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 Rotary Community Grants 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.

**Rotary Club of San Marino**  
**COMMUNITY GRANT APPLICATION 2016-2017**

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

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

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

**Phone and email for Applicant:** \_\_\_\_\_

**Address Information for Applicant:** \_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

**Objective of Project:**

\_\_\_\_\_

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

**Project Details (Summary):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Project Cost Breakdown:**

\_\_\_\_\_

\_\_\_\_\_

**Previous Grant Date and amount 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**

\_\_\_\_\_

\_\_\_\_\_

**Enclosures (Please attach)**