

ROTARY CLUB OF ROSCOMMON GRANT APPLICATION GUIDELINES

Each year, the Rotary Club establishes a budget for giving based on the success of fundraising efforts in the previous year. The Roscommon Rotary Grant Committee accepts grant requests from local community organizations for projects and initiatives which typically benefit the communities included in the Roscommon School District.

The Rotary Club of Roscommon targets funding for projects in the following categories:

- a. Arts and Culture
- b. Education and Literacy
- c. Basic Human Needs
- d. Protecting the Environment
- e. Building Strong Families
- f. Community Health and Safety
- g. Community Recreation
- h. Supporting Our Seniors
- i. Developing Our Youth

Each year, the Board of Directors prioritizes the issues from this list based on community need. Proposals are given bonus points based on how they align with the prioritized needs. Priority areas for this year are:

Grant requests are most likely to be funded when they meet needs like capital expenditures, equipment, one-time special opportunities or events; participation fees, sponsorships and new projects. The broader the impact of the project to our area, the more favorable review it will receive. Having a current Rotarian who is willing to sponsor your request and serve as a liaison between the club and your organization is encouraged, but not required.

Grants that are unlikely to be funded include requests for endowments, individuals, the same project for multiple years, ongoing operating expenses, and religious activities or programs.

Traditionally, the Rotary Club of Roscommon will fund at least one major project (over \$10,000) and multiple smaller projects between \$500 and \$10,000. Requests of less than \$500 can be considered by written request and do not require a grant application. Grants rarely fund 100 percent of a project's cost. Applicants are encouraged to have alternative or additional funding sources in place prior to applying.

Procedures for applicants:

- Applicants can contact the Roscommon Rotary Grant Committee Chair or go on-line to www.roscommonrotary.org to obtain an application.
- Applicants should review the priorities, guidelines and procedures to assure their request meets the requirements.

- Applicants should review the Grant Committee meeting schedule below. Any application received after the submission deadline for a particular committee meeting date will be held over until the following committee meeting date.
- Complete all parts of the application form; do not leave anything blank. If you have questions, please call the grants committee chair or contact your sponsoring Rotarian.
- Attachments to the application are not necessary, but if included they should not exceed two pages.
- Complete the application form and submit it to: (address)
- By signing the application form, you acknowledge the following responsibilities:
 - All information contained in the application is true and accurate to the best of your knowledge and that the application meets the grant criteria outlined in these application guidelines
 - Your organization has agreed to undertake this project and funds received will only be used as outlined in the grant application unless otherwise approved by Roscommon Rotary
 - A report will be provided to the Roscommon Rotary one month following completion of the project or within 6 months if the project is not completed.

After your application has been submitted:

- Your application may be accepted, denied, or tabled for more information. The amount granted may be less than the amount requested.
- The Grant Committee makes its recommendations to the Rotary Club Board of Directors, and the Board presents these recommendations to the membership for the final decision.
- You will be notified of the status of your application by letter following the Club's action.

Follow up:

- The Roscommon Rotary Club may issue information to the media about its grant awards.
- Grant recipients will be required to present a written report on the progress and outcomes of their project to the Rotary Club membership.

The 2014-2015 grant submission deadlines are:

September 25, 2014

February 6, 2015

May 8, 2015

**ROTARY CLUB OF ROSCOMMON
GRANT APPLICATION COVER SHEET**

Date of Application: _____

Legal name of organization applying: _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Year Founded: _____ Current Operating Budget: _____

Executive Director: _____ E-mail Address: _____

Contact person/title/phone number: _____

Address: _____

City/State/Zip: _____

Phone number: _____ Fax Number: _____

Web address: _____

List any support received from the Rotary Club of Roscommon in the last 5 years: _____

Current Project Name: _____

Purpose of Grant (*one sentence*): _____

Project start/end dates: ___/___/___ to ___/___/___ Amount Requested: \$ _____

Total Project Cost: \$ _____

Number of individuals who will benefit from the grant: _____

Percentage of individuals who will benefit who are Roscommon residents: _____

Name of Sponsoring Rotarian (if applicable): _____

By signing below, I acknowledge I commit to comply with the responsibilities listed in the grant guidelines.

Signature, Chairperson, Board of Directors

Signature, Executive Director

Typed Name and Title

Typed Name and Title

Date

Date

BUDGET

A. Organizational fiscal year end: _____

B. Expenses

	<i>Amount requested from Rotary</i>	<i>Total project expenses</i>
Salaries	\$ _____	\$ _____
Payroll Taxes	\$ _____	\$ _____
Fringe Benefits	\$ _____	\$ _____
Consultants and Professional Fees	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Printing and Copying	\$ _____	\$ _____
Telephone and Fax	\$ _____	\$ _____
Postage and Delivery	\$ _____	\$ _____
Rent	\$ _____	\$ _____
Utilities	\$ _____	\$ _____
Maintenance	\$ _____	\$ _____
Evaluation	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
Total amount requested	\$ _____	Total project expenses \$ _____

C. **Revenue:** include a **description and the total amount** for each of the following budget categories, in this order; please indicate which sources of revenue are committed and which are pending.

	<u>Committed</u>	<u>Pending</u>
1. Grants/Contracts/Contributions		
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations (itemize)	\$ _____	\$ _____
Corporations (itemize)	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
2. Earned Income		
Events	\$ _____	\$ _____
Publications and Products	\$ _____	\$ _____
3. Membership Income	\$ _____	\$ _____
4. In-Kind Support	\$ _____	\$ _____
5. Rotary/Other Donations	\$ _____	\$ _____
6. Other Revenue	\$ _____	\$ _____
Total Revenue	\$ _____	\$ _____

**Rotary Club of Roscommon
Grant Request Rating Form**

Name of Agency/Project Name: _____

Priority Area Identified: _____

1 – Application Summary * (20 points)	Yes	No	Score
1. All areas of the form are completed			
2. >75% of persons who will benefit are Roscommon residents			
3. Amount of request is within dollar limits			
4. Grant request meets funding criteria (including targeted areas)			
5. Grant dates fall within funding year			
2 - Agency Description (20 points)	Yes	No	Score
1. Describes applicant agency's mission and goals			
2. Requested funds are consistent with agency's purpose			
3. Agency has a positive reputation in the community			
4. Agency is qualified to fulfill commitments if funded			
3 – Importance to Community (25 points)	Yes	No	Score
1. Need is clearly identified and supported by data			
2. Proposed request is logical way to address the need			
3. The request meets one of the 3 prioritized areas			
4. This project is meaningful to the community			
5. This project will be valued by the community			
4 – Budget (25 points)	Yes	No	Score
1. Other sources of funding are included in the budget			
2. Budget is detailed and describes each expense			
3. Expenses are reasonable to meet the need			
4. Sustainability of project is evident beyond grant request			
5. Funding request is new to Rotary (not previously funded)			
5 - Measurable Outcomes (10 points)	Yes	No	Score
1. The project has a clear outcome			
2. Outcome can be attributed to funds received			

Total Points _____

Signature

____/____/____
Date

ROTARY CLUB OF ROSCOMMON GRANT APPLICATION REVIEW PROCEDURES

1. Each year, the Rotary Club establishes a budget for giving based on the success of fundraising efforts in the previous year.
 - a. From this amount, guidelines will be established for
 - i. Major Project (Over \$10,000)
 - ii. Projects (\$10,000 - \$500)
 - iii. Mini-grants (under \$500)
2. The Roscommon Rotary Grant Committee will be comprised of two Board members and at least three members-at-large. Any interested member in good standing can be part of the grant review committee.
3. Funding categories for grants are:
 - a. Arts and Culture
 - b. Education and Literacy
 - c. Basic Human Needs
 - d. Protecting the Environment
 - e. Building Strong Families
 - f. Community Health and Safety
 - g. Community Recreation
 - h. Supporting Our Seniors
 - i. Developing Our Youth
4. At the first board meeting of each year, the board of directors will review the funding categories and rank the highest three priorities for the coming year.
5. Bonus points will be awarded to applicants who submit requests in the three priority areas. The highest priority area will receive a 15 point score bonus, the second highest area will receive a 10 point score bonus and the third highest area will receive a 5 point score bonus.
6. Following the quarterly deadline, the grant committee chair will provide copies of all grant applications that have been received in the quarter to each committee member within one week following the deadline. No applications will be considered after the deadline unless they are moved to the next grant cycle.
7. A review committee meeting will be scheduled within two weeks following the deadline.
 - a. Prior to the meeting, each committee member should review and score each request.
 - b. If there is a sponsoring Rotarian, that person will also be invited to the committee meeting for the purpose of answering any questions the committee may have, or for providing additional rationale why the project could be funded. A 10 point score bonus will be awarded to proposals with a sponsoring Rotarian.
8. At the committee meeting
 - a. Any questions should be discussed and each committee member's scores should be tallied. Bonus points are awarded to total scores only.
 - b. Proposals are ranked according to score and the committee then decides whether the rank order is appropriate.

- i. Scores are meant to be a guideline, but do not have to be the determining factor as to whether or not a proposal is awarded. There may be extenuating circumstances that should be considered and the committee has the flexibility to determine the appropriateness of any request, regardless of score.
 - ii. Approximately 25% of designated project funds will be spent each quarter, however the committee has the flexibility to determine if exceptions to that guideline are appropriate.
 - c. Project reports from previous cycles will be reviewed to assure funds were used in accordance with the request.
- 9. Once agreement is reached, the committee chair presents those recommendations to the board of directors at the next scheduled board meeting. The club president will present those recommendations for approval at the next membership meeting.
- 10. Mini-grants are not considered under the grant review process. A mini grant will be considered upon receipt of written request and the board will decide whether to approve without review of the committee or the membership.