



The Estes Valley Sunrise Rotary Club

P.O. Box 4261 Estes Park, CO 80517

estessunriserotary@gmail.com

Community Grants Guidelines

The Estes Valley Sunrise Rotary (EVSr) invites proposals from 501 (c) (3) or other charitable organizations in the Estes Valley for grants to support programs and projects to enhance the Estes community.

ONE APPLICATION. You may submit only one application per organization. You may either scan and send your application electronically to the email address listed above or you can send it via the mail. Our preferred method is email. You must use the enclosed application form to outline your proposal. Additional details (brochures, other background information, and financial information) may be included with the application form.

CHARITABLE ORGANIZATIONS. The EVSR contributes primarily to charitable non-profit organizations in the community. These organizations extend benefits and services to a wide variety of programs, and provide aid to our diverse local population. Donations are made to organizations only after careful study and review by Rotary representatives. If received, submit a copy of the Internal Revenue Service ruling dated after 1969 classifying the organization as tax exempt under section 501 (c)(3) or equivalent section and exempt from taxation under Section 501 of the Internal Revenue Code of 1954. If not received, include an explanation of how the organization qualifies as a charitable organization. The Organization project must be for the benefit of the community identified as the Estes Valley.

NONDISCRIMINATION POLICY. Organizations are only considered who do not discriminate on the basis of race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry or age, or any other basis prohibited by law. Applicants may limit their services or opportunities to specific targeted populations within the community; however, any such limitations must be reasonably related to the effective provision of the services or opportunities.

ASSURANCE STATEMENT. Consideration will be given only to Grant Applications signed by an authorized official of the organization, certifying that the requested grant will be used for its stated purpose and will not be used in any program which otherwise discriminates on any illegal basis.

COSTS ALREADY INCURRED. The EVSR will not consider requests for funds to retire existing debts, cover salary expenses, general operating expenses or any other costs the applicant is already obliged to pay.

DECISIONS REGARDING FUNDING. Grant awards will be announced near the end of May, 2017. All organizations which have applied will receive a letter regarding their funding status. During the grant review process, a member of our Community Grants Committee will contact an organization only if any additional information is required.

CAPITAL PROJECTS AND OTHER FOUNDATIONS. The EVSR does not fund large capital projects, except when the funds requested are for a very identifiable piece of the project that falls within the purpose of and has high Rotary interest. The EVSR does not contribute to endowments, development funds, other foundations for their general funds, fund raising events, or for general operating expenses.

GRANT MANAGEMENT. Grants awarded are for the current year only. A grant application must be completely filled out each year even if the organization has received a grant in a previous year. **Reporting on use of funds to the EVSR is required by December 31 of the year in which the funds are received. Any future donation will not be considered to an organization that has not reported on the use of previous Rotary funding.** In the event an organization's needs change so the Grant will not be utilized in whole or in part, funds not properly utilized will be promptly returned to the Estes Valley Sunrise Rotary.

CLUB MEETING INVITATION. If a grant is approved for your organization, you may be asked to come to a regular meeting of the Estes Valley Sunrise Rotary to report on your project and organization.

DEADLINE. **Grant applications must be emailed or received at the above address on or before March 31, 2017. Our preferred method is email.**



The Estes Valley Sunrise Rotary Club

Estes Park, Colorado

2017 Community Grant Application

To be completed by all organizations seeking 2017 grant funding from the Estes Valley Sunrise Rotary.

Rotary is a service organization of business and professional leaders united worldwide who provide humanitarian service, encourage high ethical standards in all vocations and help build peace in the world. Rotary is dedicated to promoting truth, enhancing good will and friendships, and being beneficial and fair to all concerned. Nearly 1.2 million men and women belong to over 31,000 Rotary clubs in over 160 countries. Membership is by invitation and reflects a cross section of community representation. The Estes Valley Sunrise Rotary Club is dedicated to supporting the Estes Park community.

To apply for funding, please complete and submit a grant application by March 31, 2017. Applications are available by request.

Organizations receiving funds will be required to complete a **Financial Report** showing actual expenditures and reporting on the grant's outcomes. The report will complete the award cycle. Organizations that received funds in 2017 must file a Financial Report no later than December 31, 2017.

Estes Valley Sunrise Rotary Community Grant Application

2017

Submit the completed application and required attachments by March 31, 2017 to:

estessunriserotary@gmail.com

Or

EVSR Community Grants
P.O. Box **4261**
Estes Park, CO 80517

Program Title _____

Agency _____

When was your organization/agency established? _____

Contact Person _____ Title _____

Phone _____ E-mail _____

Address _____

Dollar amount **requested** for **2017**: \$ _____

Please provide the following information to help us assess your agency's current nonprofit status:

Current Employer Identification Number _____

Registered with Colorado Secretary of State as nonprofit? Yes ___ No ___

Filed for 501(c)(3) with IRS? Yes ___ No ___

Received nonprofit status from the IRS? Yes ___ No ___

Is another agency serving as your fiscal agent? Yes ___ No ___

(If "yes", list the agency's name, address, and contact person)

1. What is the mission of your organization?

2. Describe the population and geographic area targeted for service through your program/agency.

3. a. What specific activities or program goals will be supported with the assistance of any Estes Valley Sunrise Rotary funding (if it is granted)? Is this expense reflected in the current year's budget?

- b. Please attach your anticipated budget for these activities or goals, as well as a budget for your agency for 2017 and a projected & actual budget for 2016.

4. How many people total are served by your agency in a typical twelve month period? _____ -
What percentage of that total is from the Estes Valley? _____.

5. How do you determine the demand/need for the services your program/agency provides?

6. Who will be responsible for the administration of the program or service for which you are requesting funding?

7. Are there currently any other agencies or organizations providing similar services to the target population in the Estes Valley? If so, please identify them.

8. Describe any cooperative activities between your agency and other agencies offering similar services.
9. Please indicate what is anticipated to be raised through other fundraisers in 2017. Is this expected amount indicated in the budget?
10. Please list all anticipated funding sources for the agency for the coming year.
11. Please describe anticipated in-kind support (such as volunteer and Board hours, estimated value of donated materials or auction items, etc.) for the coming year.
12. Please indicate the percentage of your Board members who have contributed funds to your program during the past year: _____%. (Please note that we are not interested in the amounts given by the individual Board members, but instead in the percentage of the Board members who have financially supported the organization.)
13. Please attach a list of your Board of Directors, with names, titles and addresses.
14. **How will any received Rotary support be publicly acknowledged by your organization?**
- ___ Letters
 - ___ Newspaper articles
 - ___ Annual Report
 - ___ Other - describe:

15. Consideration will be given only to Grant Applications signed by an authorized official of the organization, certifying that the requested grant will be used for its stated purpose and will not be used in any program which discriminates on any illegal basis.

Agency Director

Board President/Chair

Phone

Phone

Reminder: Please be sure to attach the required financial information for question 3b, and the list of Board members requested in question 13. Also feel free to attach any brochures or other supporting documents that you think would be helpful to deliberations.