**Rotary 1918 Community Service Grants**

**GRANT CRITERIA August 2022**

Thank you for your interest in the Rotary 1918 Community Service grants. Requests for funding will be accepted from September 16 until October 31, 2022. The requests will be reviewed by a sub-committee and then forwarded to the Rotary Club of Windsor (1918) Board of Directors for approval. All Registered Charitable Organizations who have submitted a request for funding will be notified by January 2023. Below you will find some guidelines to assist you in completing your request for funding.

**Before completing the request for funding you should know:**

1. Requests must be from a **registered charitable organization.**
2. Organizations will only be considered for one grant within a fiscal period (July – June). We **will not** fund the same organization within a three-year period after a grant has been received.
3. The maximum amount for a grant will be up to **$2000.00;** requested amounts may be adjusted by the sub-committee upon review of the grant.
4. Funding will only be considered for a specific project or capital costs (i.e. equipment).
5. Requests for new programs or services requiring seed money must demonstrate how they will be sustainable.
6. The Rotary Club of Windsor (1918’s) request for funding form is required.
7. All projects must have a Rotary champion who is not a member of the Community Service Grants Committee.
8. Funding will not be provided for the following:

* Sponsorship/general donation requests
* Religious or political activities
* Fundraising projects
* Debt relief
* International projects
* Annual operating costs (i.e. contract or permanent staff costs, rent, utilities, phones, etc.)
* Individual scholarships/sponsorships
* Marketing/promotional activities

**If your organization is successful in receiving a Rotary (1918) Community Service Grants, the following is required:**

* Recognize the Rotary Club of Windsor (1918) for its contribution;
* Participate in a media event announcing the funding;
* Submit an update by email or letter, with pictures if appropriate, that confirms the funding was used for its requested purpose within three months of completion.