



# Community Emergency Preparedness Committee (CEPC) Grant Guidelines

## Background

The Rotary Club of Bainbridge Island (Rotary) recognizes the importance of community emergency preparedness, and works through its CEPC to ensure that its members:

- Are individually prepared
- Live in prepared homes and neighborhoods
- Can communicate with each other and the City of Bainbridge Island's (COBI) Emergency Operations Center during disaster situations
- Support COBI's and Bainbridge Island Fire Department's (BIFD) Emergency Preparedness Program

When it comes to supporting the COBI and BIFD Program, the CEPC and other Club members serve as advocates in their neighborhoods, on committees, and as participants in training and exercise programs. In addition, funds raised during the annual Rotary Auction & Rummage Sale are often used to fund Program-related projects.

Rotary insists that Auction-related funds are managed in a fiscally sound, appropriate, and effective manner. The purpose of this document is to ensure that this is the case, and that grant awards result in positive, tangible impacts on the level and quality of community emergency preparedness.

## Eligibility

- Grants are awarded to COBI, the BIFD, and to IRS tax-exempt status nonprofit organizations, such as Bainbridge Prepares (BP), who are working on community emergency preparedness.
- Island residents must be the primary beneficiaries of the work to be performed, and the work must be consistent with that envisioned under the COBI, BIFD, and BP Emergency Preparedness Program. An applicant is strongly encouraged to have COBI, BIFD, and/or BP endorse their application before it is submitted to Rotary. If this is not done, then the CEPC will seek the COBI, BIFD, and BP endorsement after the application is submitted, and this may slow down the review and approval process.

- The Rotary year begins on July 1 and ends on June 30. Grant applications must be received no later than March 1 to allow time for the CEPC's and Club's review and approval process.
- Preferably, the work to be performed or items to be purchased will occur **before** the end of the Rotary year in which the application is approved.
- Grant funds can be used for programmatic and one-time capital expenses.
- Grant funds cannot be used to support an applicant's recurring operating expenses.
- The maximum amount of a Grant request cannot exceed \$2,500.
- Previous grant recipients are eligible to apply in subsequent years.

## Application Cycle

Again, applications are accepted from July 1 until March 1. Rotary is an all-volunteer organization and it takes time for the CEPC, the Club's Board of Directors, and Club members to review and approve Grant requests. For this reason, it may take up to 8 weeks to process an application. If an applicant's needs are more immediate, then an applicant can request an expedited review process.

- Download the application form.
- Email the application to the CEPC Chair at [mccloskeys@bainbridge.net](mailto:mccloskeys@bainbridge.net).
- An applicant may also submit questions prior to or at the time of submitting an application to the email address noted above.
- Applicants should look for a confirmation email that lets them know the application has been received by Rotary. If an applicant doesn't receive a confirmation email within 3 days of submission, they should re-send the document to the CEPC Chair).

## Approval Process

**Step 1: CEPC Evaluation and Selection.** Each application received will be reviewed by the CEPC. One CEPC member will be assigned to guide an application through the review process. If necessary, the CEPC will contact an applicant for additional information, or to arrange for a face-to-face meeting. If the CEPC approves a motion to award a CEPC Grant, then the motion to do so is forwarded to the Rotary Club Board of Directors.

**Step 2: Board of Directors Approval.** The Board of Directors will review and vote to accept or decline the CEPC's motion during the next regularly scheduled monthly Board meeting.

**Step 3: Membership Approval.** A motion approved by the Board of Directors will be presented during the next two regularly scheduled weekly Club meetings for membership approval.

**Step 4: Notifications.** Immediately following Rotary membership approval, an applicant will be notified by email of the result (note: a denial of a grant request can happen at any step in the process. If denied, notification will be made promptly to the applicant by the CEPC Chair.

### **Grant Conditions**

- Rotary expects to work with each recipient organization on a suitable method to acknowledge the Rotary contribution. This helps the Club to inform our community of the ways in which Rotary spends the money raised during the Rotary Auction & Rummage Sale.
- Rotary requires a final report that provides an accounting of the CEPC Grant money spent, and verifies funds were used for the purpose set forth in the grant award.
- Other conditions may be imposed by the CEPC at the time a CEPC Grant is awarded.