

**Rotary Club of Lakewood**

**Community Concerns Committee**

**Grant Application Guidelines**

General Policies

1. Rotary Club of Lakewood makes grants only to those organizations that primarily benefit the club’s service area (greater Lakewood) with emphasis within the city limits of Lakewood.
2. Grants that primarily support the quality of life of children and youth will most strongly be considered.
3. Requests may be submitted up to $2000.00.
4. The Community Concerns Committee does not award grants to:
* Organizations that discriminate in service delivery on the basis of race, religion, color, national origin, ancestry, sex, sexual orientation, age, etc.
* Political, lobbying organizations or campaigns of candidates for public office.
* Organizations that are grant making bodies themselves.
* Grants for the purpose of fostering religion.
* Ongoing support.

Process

1. Applications for grants are available via the website: www.lakewoodrotary.com.
2. Grant applications and all required support materials must be submitted electronically, as email attachments to the applicant’s cover letter.
3. Submit all applications to the Community Concerns Committee Chairman: Jay Mayer, 253-671-4464 or jay.mayer@heritagebanknw.com
4. Support Materials:
* Current program/project and agency budget
* List of current board members
* If registered non- profit, a copy of determination letter
* How will Rotary be recognized for their contribution
* Information on who is the organization’s major funding source
* Volunteer opportunities
1. Lakewood Rotary members who are directly involved with the organization seeking funding will be removed from the review process.
2. The committee will review each request for funds periodically.
3. Applicants will be notified when the review process is completed.
4. Committee member may request an on-site review.