

Port Townsend Sunrise Rotary Club

**Community Grant Guidelines**

**Process**

* A budget will be determined for club contributions at the beginning of each Rotary year in July.
* The club will publicly announce an offering of grants to the community annually early in September. Requests are due in by October 1, 2017. Those requests received after that date will be considered for the following year’s budget. In certain circumstances deemed appropriate by the club, consideration will be given during monthly board meetings for grant requests outside of the annual due date.
* The club will conduct reviews of grant requests submitted through an application process and select those that meet the criteria and budget.

**Criteria**

* Preference will be given to those grant requests that align with the Rotary guiding principles and avenues of service (see [www.rotary.org](http://www.rotary.org) for details on guiding principles).
* The organization requesting a grant must show a need for the funds and be able to describe the scope of impact the grant will make on their organization and its cause. Preference will be given to those grant requests that have a sustaining commitment from the organization and those that have a significant impact on the community.

* The organization must have a Sunrise Rotary club member sponsor their grant request. Furthermore, the club member must show an interest and involvement in the organization requesting the donation. Preference will be given to those requests that involve Rotarians in service projects related to the organization.
* A representative from the organization requesting a grant must be willing to present their organization or cause at one of the regular Sunrise Rotary meetings. We meet on Wednesdays at 7:30 am in Port Townsend at the Highway 20 Roadhouse on Sims Way.