

## **PUYALLUP SOUTH HILL ROTARY**

### **Grant Guidelines (Adopted on March 12, 2015)**

These guidelines were developed to provide guidance to the Committee for Charitable Opportunities as members consider grants administered through Board approved donations and other sources of funding that might arise.

#### **Background**

The Puyallup South Hill Rotary Club raises funds through special events and projects to support local students and community and international organizations and projects which include (but are not limited to):

- Student scholarships at Emerald Ridge and Rogers High Schools and Pierce College Puyallup;
- Transitional housing assistance;
- International projects such as efforts to eradicate polio, Ebola, and other diseases affecting the international community;
- Community efforts benefiting children, seniors, and other community members; and
- Student projects through the Emerald Ridge High School Interact Club.

#### **Procedures**

When a grant request is received, the Committee for Charitable Opportunities reviews the request to ensure that it falls within the approved guidelines. In general, letters of application are reviewed regularly by the Puyallup South Hill Board of Directors so that there is ample time between the date funding is needed and the submission of the letter of application.

The Board of Directors will entertain small annual requests throughout the fiscal year (July 1 through June 30). Proposals for larger and/or multiple year requests will also be considered, providing the requesting organization meets all annual gift criteria. To present this type of request, please contact the club president for further information and instructions.

Letters of application should be submitted electronically in an email directed to the club president. If the requesting organization is a 501(c)3 or has an IRS Determination Letter, please include that information.

The club president shall forward the request to the Chair of the Committee for Charitable Opportunities who will review the request with the committee to determine whether it meets the guidelines and will make a recommendation to approve or deny the request. The request and the committee's recommendation are returned to the Club President who forwards the request to the Board of Directors or sends a letter declining the request to the requesting organization. Notification of award or decline will be sent within 30 days after the request has been considered by the Board of Directors.

Applicants may be requested to address the committee, Board, or Club to share more information about a project/program. Awardees should plan to attend a club meeting for check presentation and provide a short report (written or verbal) within six months of funding to update the club on the program/project and use of funds.

Funding preference will be given to organizations and projects serving the greater Puyallup and South Hill area and those that are registered 501(c)3. The Puyallup South Hill Rotary appreciates the ability to also support many smaller efforts.

### **Application Process**

To request a gift, organizations must submit a letter of application containing:

- Name and address of the requesting organization; include Website address, if applicable;
- Contact name, address, email address, and phone number;
- Description of the project or program;
- Budget for the project or program;
- Amount requested; and
- Any other pertinent information.
- If the project/program request is new, the request for funding must also include the following:
  - Description of any ongoing funding needs and how they will be addressed;
  - Number of people to be served and the need for the project/program;
  - Amount requested;
  - Other funding (if any) and where its coming from;
  - Gift recognition information; and
  - Any other pertinent information.

Letters of application should be no more than two pages in length.

The Puyallup South Hill Rotary Club does not make gifts to:

- Organizations that discriminate in service delivery for any reason;
- Political or lobbying organizations or campaigns of candidates for public office;
- Organizations that are grant making bodies themselves;
- Religious organizations for the purpose of fostering relations; or
- Individuals.

The Puyallup South Hill Rotary Club prefers to support program or capital requests as opposed to event sponsorship.

The Grant Guidelines were adopted by the Puyallup South Hill Rotary Board of Directors on March 12, 2015.