

## Rotary Club of Tacoma North Grant Application Guidelines

### General Policies

Tacoma North Rotary Club makes grants only to those organizations and/or programs that primarily benefit the Club's service area (greater Tacoma) with emphasis within the city limits of Tacoma.

Grants that primarily support the quality of life of children and youth will be most strongly considered.

Requests may be submitted in one of two categories:

- Regular Grant - \$250 to \$2,500
- Special one-time only for specific purpose \$5,000 maximum; ***this request requires a conversation with Tacoma North Rotary prior to submitting a grant request***

The club does **NOT** award grants to:

- Organizations that discriminate in service delivery on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, place of birth, familial status, marital status, or the presence of any sensory, mental, or physical handicap.
- Political or lobbying organizations or campaigns of candidates for public office.
- Organizations that are grant making bodies themselves. Exceptions may be made if control of Tacoma North Rotary funds can be maintained.
- Agencies or organizations whose primary source of support is public funds.
- Exceptions may be made for special projects.
- Religious organizations for the purpose of fostering religion.
- Individuals.
- Capital Campaigns or fundraising events

### Process

Grant guidelines and applications are available via the website [www.tacomnorthrotary.org](http://www.tacomnorthrotary.org). Use the link on the website for further information.

Grant applications and all required support materials must be submitted electronically, as email attachments, to the applicant's cover letter. **Submit to [rotarynorthgrants@gmail.com](mailto:rotarynorthgrants@gmail.com).**

Applications will be considered only after a complete application, including all required supplementary documents, has been submitted electronically to the email address above.

### Required supplementary documents include:

- Current program/project budget and agency budget,
- Plan for sustaining the program/project,
- List of current Board members,
- Copy of IRS 501(c)(3) determination letter, and

- Copy of most recent Audit Management Letter or pages 1 through 12 of most recent IRS Form 990.

Applicants that apply for continuation funding are required to include with their new application a report on the progress or outcome of the previously funded project and on how those served have benefited.

Tacoma North members who are directly involved with organizations seeking grant funds must remove themselves from the review process.

The grant committee will review grants requests on a rolling basis throughout the year. Applicants will be notified upon receipt of their grant application, and they can expect a decision within six to eight weeks after initial Grant Committee review.

Grants committee may request additional information or a meeting with the grant seeking agency. The committee will present its recommendations for each grant request to the Tacoma North Rotary Board of Directors for final approval at its regularly scheduled Board meeting. Applicants will be notified of the application's final status shortly after the Board has acted upon grant committee recommendations.