



The mission of Rotary Community Service, Inc., (RCS, Inc.) is to further the positive development of people as well as a wide range of community and international projects. RCS, Inc. activities shall emphasize those of all ages who have special needs because they are disadvantaged or disabled.

Rotary Club of Spokane 21 uses multiple committees to disperse funding to various organizations and individuals to help create immediate and long-lasting change in our community and beyond.

Types of grants awarded from this application include:

Civic Affairs Grants support requests from within our community for projects that provide goods and services through worthwhile organizations that benefit the community as a whole. Requests may range from bricks-and-mortar type projects to educational and service-oriented projects.

Youth Services Grants support request on funding projects which address the needs that nurture children (pre-k to 21) in our community to help them develop the skills, attitudes, and values needed to become responsible adult citizens.

Please take a moment to read about the various requirements defined by our granting committees before submitting your application.

- ⚙️ Committees prefer to fund physical items or experiences, rather than general monetary support. Exceptions can be made in extreme urgent circumstances.
- ⚙️ Committees prefer that organizations be 501(c)3 qualified however exceptions may apply.
- ⚙️ Most Committees use their limited resources to support the greatest number of worthy endeavors and, therefore, tends to award grants under \$2000. Exceptions may apply when funding is available.
- ⚙️ Awarded grants shall fund only the program they have been awarded for. They are not for salaries or other overhead. Grants awarded to individuals are paid directly to the partnering vendor.
- ⚙️ Rotary Club 21 may ask to have your organization's permission to notify Rotary 21's membership and the general public of the particulars of the awarded grants. *

If you have questions about qualification or application process, please contact the Rotary Office at executivedirector@rotaryspokane.com.

**This is not required to receive a grant from Rotary Community Services but publicity helps Rotary to continue to award grants. **

RCS Grant Timeline

- ⚙️ Completed applications can be submitted to the Rotary Office via email at executivedirector@rotaryspokane.com or by postal mail at
Rotary Community Services
PO Box 9046
Spokane, WA, 99209
- ⚙️ Once received, the application is forwarded to the appropriate committee chairs. A committee chair will review the application and may get in touch with the applicant to ask follow up questions or schedule a presentation from the applicant to the full committee.
 - Some committees will also schedule a Rotarian for a site visit to help them to understand the applicant's need.
- ⚙️ Most committees meet once a month to review and approve grant requests. If approved, the grant is then reviewed by the Rotary Community Service board of directors who meet bi-monthly.
- ⚙️ After approval from both the committee and the RCS Board of Directors, the funds for the grant will be sent to the awardee. Total timeline can take up to 3 months.

Rotary Community Services Grant Application

What type of grant are your applying for (check only one)

Civic Affairs Youth Services

Individual Completing Application: _____

Individual Completing Application Information:

Email: _____ Phone: _____

Organization Name: _____

Organization Contact Information:

Email: _____ 501(c)(3) charitable organization's EIN: _____

Phone: _____

Mailing address (if awarded a grant, this is where grant will be sent if requesting award by check):

Amount requested from committee \$ _____

Briefly describe the project for which you are requesting support:

Please complete the questions below. If additional space is required, please include comments in a corresponding number worded document.

1. What is the mission/purpose of the organization? Please include a brief history of the origination and a summary of the population served:

2. What is your organization's annual budget and what are the organization's sources of revenue? Please include percentages for how much expense goes to Administration, Fundraising, and Program.

4. What is the timeline for the project?

5. How does your request fit Rotary's objectives?

6. How are you partnering with other organizations doing similar work in this particular area?

6.a. What other funding sources are available and which ones do you intend to access? How will Rotary funds help you leverage access to other sources?

7. If this project continues, how will it be sustained?

8. If the Committee is not being asked to, or cannot, fund the entire project, how will your organization raise the remaining funds?

9. How will you recognize Rotary Club of Spokane 21 if your Grant Request is approved?