

## Community Grants Program 2019 CALL FOR PROPOSALS



The Rotary Club of Ithaca announces that applications are now being accepted for its Community Grants program, which is intended to promote the quality of life in Tompkins County. Our intention is to fund several smaller grants in full. Small non-profit organizations are especially encouraged to apply. 2018 grant recipients are not eligible this year so we may support an increasing variety of worthy agencies.

All grant applications must be for projects within Tompkins County. Applicants must be classified as a nonprofit charitable organization under section 501(c)3 of the IRS code or have a fiscal sponsor. Maximum grant award is \$1,000. One request per organization, please. We invite proposals for special projects or one-time needs that are not usually supported by your general funding sources. We do not make grants which will be used as part of a larger campaign, nor are funds to be re-granted (no scholarship programs). Grants are not usually made for operating budgets, endowments, or programs needing ongoing support. Funds are to be expended by May 1 of the following year, without expectation of further support.

Proposals are limited to three pages. Please submit one copy on the organization's letterhead **by Friday, August 2, 2019**. Do not include annual reports, newsletters, etc. All materials must be easily scannable for committee review and received in one file. Include the following information in this order:

1. Legal name of the organization and Federal Employer Identification Number (EIN)
2. Name, address, email, and telephone number of the grant contact person
3. Brief description of the organization's mission
4. Dollar amount requested
5. One sentence description of the grant need/request
6. Concise needs statement describing the project and its significance to the community
7. Simple project budget
8. Names of the governing body/board and officers (may be extra page attachment)

**Deadline for submission is August 2, 2019.** Requests received after that date will not be considered. Awardees will be invited to a check presentation at a Rotary lunch award ceremony in October. A one-page final report is required upon completion of the project but no later than May 1, 2020.

**Please submit your application by midnight on August 2 to:**

E-mail (preferred): [Jessica.Fleisher@gmail.com](mailto:Jessica.Fleisher@gmail.com)

**OR** Mail (not both):

Jessica Gosa, Community Grants co-chair  
Ithaca Rotary Club  
PO Box 306, Ithaca, NY 14851

June 21, 2019