



GRANT REVIEW COMMITTEE OPERATING GUIDELINES AND PROCEDURES

The Grant Review Committee (the GRC) of the Rotary Club of Point West – Sacramento (the Club) is responsible to actively review, approve, and recommend grant applications for adoption by the Rotary Club of Point West – Sacramento Board of Directors and distribution by the Point West Rotary Club Foundation Board of Trustees, from the budgeted annual community impact funds of the Club.

1. Committee Focus: The current focus for grant awards of the community impact funds is to support 501c3 organizations' children's benevolent organization in the greater Sacramento Area consistent with the objectives and purpose of the Foundation and the Club charitable community impact goals. The committee may also consider requests from 501c3 organizations other than those benefiting children and make appropriate recommendations to the Foundation Trustees.
 - a. A children's benevolent organization for the purpose of being considered for a Club grant is any 501(c)(3) organization whose primary function is to benefit the health, education, welfare, and safety of children and which demonstrates a genuine financial need in those specific areas and is without finances or resources to meet those specific needs.
 - b. In general, funding requests are NOT considered for (1) general operations (operating expenses) or (2) special events and sponsorships.
2. Committee Funds: These community impact funds are commonly referred to as the Club community grants budget.
 - a. To understand how each year's community impact funds are determined refer to the document "OPERATING AGREEMENT BETWEEN THE POINT WEST ROTARY CLUB FOUNDATION AND THE ROTARY CLUB OF POINT WEST-SACRAMENTO" approved by both entities in January 2015.
 - b. It is the unique role of this committee to administer the annual community impact budget that is assigned to the GRC and review resulting outcomes, while simultaneously serving as a grant recommending body to the Club.
 - c. The GRC may also assist the Club president and the Club Board of Directors by performing due diligence on charitable giving that falls within the purview of the Club and Foundation boards and the due diligence review of potential charity partners for fundraising events.
 - i. The Chair or Community Service II Board member will carry forward all recommended charity partner selections to the Club Board of Directors for approval and forward to the Foundation Board of Trustees for adoption.
 - d. The (GRC) has the delegated authority (from the Club Board) to recommend grant awards in the amount of \$5,000 or less that are consistent with the Foundation mission,



as well as the Club Board initiatives and funding priorities. Grant requests over \$5,000 follow the current (GRC) operating guidelines with the addition of approval by the Club Board.

3. Committee Structure

a. Meetings:

- i. The GRC meets the 1st Wednesday of each month at 7 a.m. or as determined the chair.
- ii. The current meeting location is at:
 1. Such location that the Chair shall determine without amendment to these guidelines.

b. The Chair:

- i. Shall serve a two (2) year term.
- ii. The Chair should be appointed in collaboration with the club President and/or President Elect, from the continuing Grant Review Committee members or have prior experience serving on this committee.
- iii. Prior to his/her end of service, the current Chair will recommend the next Chair in collaboration with the President Elect.
- iv. The Chair shall only vote when necessary to break a tie.
- v. The Chair prepares and distributes the agenda along with minutes & grant applications for consideration on the agenda.
- vi. The Chair, in conjunction with the Club Community Service II Board Representative, provides committee updates to the Club Board of Directors.
- vii. The Chair, in conjunction with the Foundation liaison to the GRC provides committee updates to the Foundation.
- viii. The Chair in conjunction with the Foundation GRC Liaison arranges with the Foundation President for the grant application approvals to be placed on the Foundation agenda for Trustee adoption.

c. Ex-Officio Members:

- i. One (1) Club Board Member, namely the Board member responsible for Community Service II, shall serve on the Grant Review Committee as ex-officio member without voting rights.
- ii. One (1) Foundation Trustee shall serve on the Grant Review Committee as an ex-officio member without voting rights.

d. The Secretary: The Secretary is appointed by the Chair from the GRC committee's members-at-large or other Club member in good standing. If the Secretary is not a GRC committee member, the secretary shall not have a vote. The Secretary is responsible for the following:

- i. Record and prepare draft minutes of each meeting.



- ii. Distribute draft minutes to the Chair.
- iii. Revise minutes as required upon committee review.
- iv. Maintain the GRC Budget Report
- v. Assist Chair with grant applicant communications.
- vi. Organize system for historical archives.
- e. Members at Large: Composition & Terms of Service
 - i. Not including the Chair, the committee is comprised of eight (8) to ten (10) Club members in good standing. The ex-officio members are not included in the members' at large make up of 8-10.
 - ii. The Chair, Club President and/or President-Elect will discuss and agree upon individual Club members in good standing to be invited to fill open positions on the committee.
 - iii. Each member serves a 2-year term.
 - iv. Four (4) or five (5) members' terms of service end annually
 - v. In the event a committee member is unable to fulfill their entire 2-year term of service, the Chair, in consultation with the Club President, shall appoint a member in good standing to complete that term of service.
 - 1. . For example, Rotarian A must leave the (GRC) after only 6 months of service, so the Chair appoints Rotarian B
 - 2. Rotarian B now has an 18-month term of service (balance of Rotarian A's term). Thus, maintaining the alternating end of service timeframe

4. Disbursement:

- a. Disbursement Period:
 - i. Grant requests will be accepted between July 1st – October 1st for consideration for the December disbursement period and between January 1st and April 1st for the June disbursement period. Requests received outside of these submission windows will be eligible for review for the following disbursement period.
 - ii. All grant requests received by the end of a given month will be eligible for review by the committee when they meet the following month.
 - iii. Those grant requests passing initial vetting by the Chair will undergo "Due Diligence" (as described in section 5(d) below). Due Diligence shall be performed in as timely a manner as circumstances allow.
 - iv. Once a grant request has passed Due Diligence, it shall be eligible for consideration for the current disbursement period where its merits may be weighed against the other eligible requests for that period.



- v. If Due Diligence cannot be completed in time for the current disbursement period, the request will be reconsidered upon completion, in the next disbursement period available according to submission guidelines.
- b. Budget Fund Guidelines:
 - i. The allocated annual community impact budget per the Club presidential term shall be divided between the December and June disbursement periods. The distribution ratio of the December: June cycles shall be 60:40.
 - ii. Should the budget be increased at the directive of the Club or Foundation, those new monies would be eligible for grant awards for the current disbursement period, if this occurrence is after Dec. If this occurs prior to Dec, then the 60:40 split between disbursement periods shall be utilized.
 - iii. Budgeted charitable funds neither disbursed nor committed (fully approved and just waiting to write the check) by December 31st annually shall be carried forward to the June 30th disbursement period.
 - iv. Budgeted charitable funds neither disbursed nor committed (fully approved and just waiting to write the check) by June 30th annually shall not be carried forward to the next term. The unassigned funds will be placed in the Foundations permanent fund.

5. Grant Application Process

- a. Grant requests must be submitted on the application form available on the Club web site and the Foundation website.
 - i. The mailing address for grant applications shall be the Foundation's postal box:
Point West Rotary Foundation
Grant Review Committee
P.O. Box 15006
Sacramento, CA 95851-0006
 - ii. The email address for grant application correspondence shall be to:
PWRCFGrants@pointwestrotary.com, which will be forwarded to the personal email of the current Grant Review Committee Chair.
- b. It is recommended that grant requests be sponsored by a Club member in good standing.
- c. The Chair will initially review all applications to ascertain if they meet the funding priorities as described in Section 1.
- d. If the Chair determines that the application meets the funding priorities, the Chair will then assign each Grant application to a committee member or members to complete the due diligence process in a timely manner. The due diligence should include the following:



- i. Review and verify the application.
 - ii. Visit and/or contact applicant organization.
 - iii. Evaluate application in relation to committee focus and sustainability of impact.
 - iv. Complete the due diligence form and forward it to the Chair for consideration by the GRC at the next regularly scheduled meeting.
- e. After Due Diligence is completed, the Chair will then notify the Club sponsoring member and request the applicant's presence on a regular GRC meeting date calendared for review.
 - i. The sponsoring member is encouraged to attend the GRC meeting, along with the applicant's representative, when the grant request is presented.
 - ii. The Chair may limit the applicant and the sponsor's presentation to five (5) minutes each and may also limit the question-and-answer period to five (5) minutes.
 - iii. After a grant request is presented to the committee, committee discussion and vote by the GRC Board excluding ex-officio members will occur in executive session, using the Club Board and Foundation Trustee process.
- f. If the application does not meet funding priorities or is not approved by the GRC, the Chair will notify the applicant via an official letter of grant denial on the Foundation letterhead.
 - i. It is the Chair's prerogative as to whether the Rotarian grant sponsor may verbally notify the grant applicant of the denial.
- g. If approved, a grant gets moved to the next Disbursement cycle for weighing against other approved projects. The following process shall determine the funding allocation:
 - i. The disbursement cycle finalization shall occur at the November and May GRC meetings unless the Chair determines a more appropriate time.
 - ii. The respective due-diligence team or their designee will present each of its approved requests.
 - iii. Each voting GRC member will rank and anonymously vote on the top 3 projects.
 - iv. If there is a simple majority those projects get funded provided funds are available relative to the overall grant portfolio being considered.
 - v. The rest of the projects should get ranked in a similar fashion and a decision made to 1) not fund or 2) push to the next cycle (if during Cycle 1)
 - vi. The rest of the projects should be apportioned if possible.
 - vii. The facts and circumstances of the available projects will be weighed by the GRC memberships to determine the appropriate split (all or nothing projects, incremental blocks, purely proportional, sources of other funds).
 - viii. This process can be overridden for immediate funding (bypass the waiting for the weighing process) by unanimous vote in favor of the override AND the project. The PWR Board representative must then also approve the override.



- h. If approved by the GRC for full or partial funding,
 - i. The Chair will present the approved grant applications to the Foundation Board of Trustees at the next regular meeting for adoption.
 - ii. The Foundation's Trustees meet the 3rd Thursday of each month at such time and place as determined by the Foundation.
 - i. After adoption/ratification by the Foundation Board of Trustees:
 - i. The Rotarian grant sponsor will be notified by a call from the GRC Chair.
 - 1. It is the Chair's prerogative as to whether the Rotarian grant sponsor may verbally notify the grant applicant.
 - ii. The Chair shall coordinate with the Club President for a Club meeting date to present the award check. The grant applicant will be officially notified in writing of the approval by the GRC Chair, or the Chair may delegate notification to the Secretary.
 - iii. Grant Award Notification will minimally include:
 - 1. Grant Award Letter
 - 2. Grant Award Agreement
 - a. To be signed by awardee representative & returned to the Chair.
 - 3. Rotary Grant Report
 - a. The Chair will calendar a due date for the Rotary Grant Report of no later than six (6) months after grant receipt by the applicant and will prompt/remind grantees as necessary to acquire documentation of grant outcomes.
 - j. For each approved grant, the Chair will send out reminders for the due-diligence teams to do a follow-up site visit or call within 6 months of granting (or more appropriate timing). The reports from the recipients need to be completed within 60 days of assignment by the Chair.
6. Document Storage: All grant applications, due diligence, approved and denied, follow up reports, as well as related documents will be archived by the Foundation.
7. Information and Documents: The following documents are Attachments to these Guidelines:
- a. The following documents are approved by the Foundation and the Club and utilized by the GRC:
 - Attachment A: Operating Guidelines & Procedures
 - Attachment B: Grant Award Agreement
 - b. The following documents and policies used by GRC do not require Club or Foundation approval:
 - Attachment C: Grant application instructions
 - Attachment D: Budget Report



- Attachment E: Rotary Grant Report
- Attachment F: Due Diligence Report
- Attachment G: Grant Application
- Attachment H: Grant Application Notification Letters
- Grant Denial Letter
- Grant Award Letter
- Dollar amount awarded
- Stated Purpose of the grant
- Date to attend the Club meeting to accept check
- 6 month follow up report
- c. Grant application instructions and forms on both the Club and Foundation's websites shall be reviewed annually for correct contact information/dates/emails etc.

Revisions accepted by PWR Club & Foundation Boards

Last Revised: June 1, 2016

Adopted by Point West Rotary Foundation Trustees: TBD