



2017 GRANT GUIDELINES

Funding will be provided only to 501(c)3 nonprofit organizations that principally serve Washington DC residents and request funds for a specific project.

To be considered proposals need to be submitted via email to grants@dcrotaryclub.org by midnight on Tuesday, January 31, 2017.

GRANT PROPOSAL GUIDELINES

I. *Overview*

Rotary Foundation of Washington DC

The Rotary Club of Washington DC (“DC Rotary Club”) established the **Rotary Foundation of Washington DC** in 1922 to engage in works of charity. This year the Foundation celebrates its 94th year of dedicated support to local and international non-profit organizations engaged in a wide range of charitable community development activities. Members of the DC Rotary Club are involved in over 20 community projects annually and through the Foundation support another 40 to 60 organizations and projects through contributions.

The Rotary Foundation makes available the following two types of grant opportunities for non-profit organizations that principally serve District of Columbia residents:

- **Community Service Grants** of \$1,000 to \$5,000 per organization. These grants support projects that demonstrate a need for small capital items or “seed money” for a special service that provides direct and tangible benefits.
- **Foundation Special Project Grants** of \$20,000 per organization. These grants support larger projects that demonstrate long-term sustainability and impact.

Applicants are invited to submit proposals for one or both of the above grant opportunities; however, only one of these grants will be awarded to an applicant. Please submit a separate



2017 GRANT GUIDELINES

proposal for each grant requested. The distribution of the Rotary Foundation funds between the \$1,000 to \$5,000 grants and the \$20,000 grants will depend on the relative merits of the projects proposed.

DC Rotary Duck Race Festival – May 6, 2017

The DC Rotary Club is holding its second annual **Duck Race Festival** on May 6, 2017 to raise additional funds for distribution to local and international nonprofit organizations that enhance the health, education or welfare of youth. The amount of the funds made available by this fund raiser will not be known until after the Duck Race Festival on May 6, 2017.

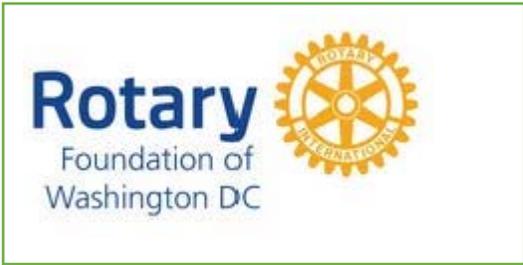
Applicants awarded one of the Rotary Foundation grants described above remain eligible for a Duck Race grant. You are invited to describe in your grant application what you would do with additional funds to support the health, education or welfare of DC youth if awarded a Duck Race grant. If the DC Rotary Club was unable to fund fully your initial grant proposal, that proposal will be included for consideration in the evaluation of Duck Race grant recipients.

II. *How to Apply*

Submit your application via email to The Rotary Foundation of Washington at grants@dcrotaryclub.org. No fax or hard copy submissions or late proposals will be accepted. **Proposals must be received no later than midnight on Tuesday, January 31, 2017.** All attachments should be in pdf format without password protection. If you have any questions, please email grants@dcrotaryclub.org.

If you are applying for both a Community Service Grant (\$1,000 to \$5,000) and a Special Project Grant, please submit separate applications using this form. Section IV of the application applies only to applications for Special Project Grants. Other applicants should skip Section IV and go on to Sections V and VI. You may continue your response to any question in a pdf attachment, however you are encouraged to make your responses as brief as possible while still providing the information requested.

The Rotary Foundation staff may be in touch after submission with questions concerning your submission. The Rotary Foundation hopes to issue award decisions by the end of June 2017.



2017 GRANT APPLICATION

GRANT APPLICATION

Type of grant requested:

Community Service Grant (\$1,000 to \$5,000)

Amount Requested:

Special Project Grant (\$20,000)

I. *Organization Information*

Please provide the following:

Organization name:

Street address:

Street address line 2:

City:

State:

Zip code:

Website:

Contact person:

Phone number:

Email address:

Tax exempt status:

EIN number:



2017 GRANT APPLICATION

1. Briefly describe the organization's mission, current programs, activities and accomplishments.

2. Briefly describe the organization's structure and the responsibilities of the board, staff and volunteers.



2017 GRANT APPLICATION

II. *Program Design*

6. Describe how the program objectives will be achieved. Include a description any anticipated barriers to reaching your target population and how your program will overcome these barriers.



2017 GRANT APPLICATION

III. *Project Management*

7. Provide a brief timeline of all proposed grant activities.

8. Provide your budget for the project for which you are requesting funding.



2017 GRANT APPLICATION

11. Describe how you will publicize your selection as an awardee of the Rotary Foundation of Washington, DC in the media and to your stakeholders.

12. Beyond grant funding, describe whether there is a role for the DC Rotary Club of Washington, DC to be involved in the project including volunteers and in-kind donations.



2017 GRANT APPLICATION

IV. *Impact and Sustainability* – Response Required Only for Special Project Grants

13. Describe the concrete changes that you anticipate achieving with the grant funds and how this request will enable you to accomplish them. What data or information will help you evaluate the success of the program?

14. Describe how the proposed project will improve the organization's ability to achieve its programmatic or organizational goals.



2017 GRANT APPLICATION

15. Provide a brief description of your plans to sustain the program funded by the grant beyond the grant period.

V. *Financial Feasibility*

16. Briefly describe your organization's sources of funding.

17. Provide copies of the following as pdf attachments:

- The IRS letter granting your organization's 501(c)3 status,
- Your most recent IRS Form 990 filing,
- DC Charitable Solicitation License
- Your organization's budget and actual revenue and expenditures for the current and most recently completed fiscal years, and
- If your organization is audited, provide your most recent audited financials including the auditor's letter.



2017 GRANT APPLICATION

VI. Duck Race Grants (see page 2 of the Grant Guidelines)

18. Please describe what you would do with additional funds to support the health, education or welfare of DC youth if you are awarded a Duck Race grant. (We do not know at this time the amount of Duck Race funds that will be available. You're invited to describe scalable projects or a variety of projects the implementation of which depend on the funding granted.)