2019 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 Thursday, January 31, 2019.

GRANT PROPOSAL GUIDELINES

I.   Overview

The 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 96th 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 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. We encourage all first-time applicants to apply primarily for a small grant, as there are typically fewer than five large grant recipients, whereas we have typically been able to support twenty to thirty small grant projects.

II.   *How to Apply*

Submit your application via email to The Rotary Foundation of Washington DC 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 Thursday, January 31, 2019**. 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 ($20,000), please submit separate applications using this form. Required attachments need only be submitted once. Please note that 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 2019. Please note that we require recipients to provide feedback at the end of February in the following year on project implementation progress and results.

2019 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:

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.

3.   Describe any support that your organization receives from members of the DC Rotary Club.

4.   Provide a list of any DC Rotary Foundation grants that your organization has received within the previous five years.

5.   Describe the need that would be addressed with the grant funds, your target population, and how your target population will benefit from the program.

II. *Program Design*

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

III.   *Project Management*

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

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

9.   How many staff and volunteers will be utilized to support this project?

10.   Outline the specific work plan to accomplish stated goals and measurable objectives including outreach and recruitment of participants, program implementation and follow-up.

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 to be involved in the project including volunteers and in-kind donations.

IV. *Impact & 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.

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 (this is *required*, per D.C. law)*,
- 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

* If additional time is required for your organization to obtain this license, please indicate this in your application, and you may send it later. For your application to be eligible we must have received this license by the time the selection Committee meets to decide (by the end of March).