

Lake Forest-Lake Bluff Rotary Club Foundation

An Illinois Not-For-Profit Corporation and Approved 501 (c)(3) Public Charity

Grants

The Lake Forest-Lake Bluff Rotary Club Foundation ("Foundation") was established in 1997 to promote the ideals of Rotary in the community, region, and our world by supporting charitable causes dedicated to improving lives of others. Our members strive to help others by addressing humanistic needs, improving educational opportunities, and alleviating health concerns. We are guided by the Rotary motto of **Service Above Self**.

Eligibility to Apply

The Foundation recognizes non-profit agencies as eligible to apply for funding. Only one application will be accepted per agency per funding (fiscal) year. Please email complete application and supporting materials to *Randy Daniel* (randy.g.daniel@gmail.com), *Chairman of Charity Gift Committee* or submit in writing to:

Lake Forest-Lake Bluff Rotary Club Foundation
P.O. Box 168
Lake Forest, Illinois 60045
Attention: Charity Gift Committee

Funding Restrictions

- The Foundation will not award funds for sectarian, or religious purposes, or political organizations.
- The Foundation's 501(c)(3) status is not jeopardized by applicants request for funds, receipt, or use of funds.
- Any funds paid to the grantee and not fully encumbered or expended within 12 months of the grant funding shall be returned to the Foundation.
- Awarding of grants does not obligate the Foundation to provide any additional or future funding for extension or continuance of the project.

Grant Information

Your application should include the following:

- Date of Application
- Organization name and address
- Contact person with email address or phone number
- Rotary Club contact (if applicable)
- Description of the project (Specify the date, location, duration, and measurable outcome expected)
- Amount Requested

Does your Grant Application Meet the Following?

- Humanitarian, Educational or Health Concerns
- Local, Regional or International needs

Review Process

- This is a competitive process
- The Foundation Charity Gift Committee will review applications and make a recommendation to the Lake Forest-Lake Bluff Rotary Board Foundation Board of Trustees ("Board")
- Final approval for funding is made by the Board
- The Board reserves the right to not award grant funding

Selection Process

Selection factors that will be considered include:

- Submission by application deadline
- Availability of funds
- Applicants past grant performance
- Extent to which the proposed grant represents the reasonable use of funds and meets Rotary ideals
- Possible duplication with other requests
- Breath and populous served with the grant

General Grant Process

The Foundation's grant applications are considered once during each fiscal quarter. The full application is due by the due date for consideration during the corresponding consideration month. Incomplete applications will not be considered. Due dates and consideration dates are as follows:

<u>Consideration Month</u>	<u>Application Deadline</u>
August	July 1 st
November	October 1 st
February	January 1 st
May	April 1 st

- Grants will be distributed 30 days after approval.
- All grant funds must be encumbered or expended by the grantee within 12 months of the award.
- Applicants must demonstrate outcomes based on community, regional or international need with supporting reports submitted 12 months following the distribution.

Lake Forest-Lake Bluff Rotary Foundation Request for Funds

Name of Applicants Organization

Name:

Address:

City:

State:

Zip:

Telephone:

Name of Executive Director:

Name of Contact Person:

Name of Rotarian Sponsor (If any):

Name of Partner Agency (If any):

Amount Requested:

Grant request is for:

Existing Program

or

New Program

Is this the organization's first request for funding from the LF/LB Rotary Foundation? (If yes, please provide date and amount of prior request)

Yes

or

No

Has the organization sought other grants for this project?

(If yes, please provide program name, date, and funds requested)

Yes

or

No

Please provide the following information:

- Your organization's mission, history, overall goals and objectives. (A copy of the organizations current annual report will fulfill this request.)
 - Identify the population your organization serves.
 - Provide the community needs or problems that this effort will address including population served. Include goals and objectives, timetables, any program partners and how the project will be supported after termination of the grant.
 - Explain how you will measure the effectiveness of your activities, the results you expect to achieve by the end of the funding period, and your criteria for success.
 - Breakdown the project costs including administrative costs, capital outlay, and other costs.
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