

**THE ROTARY CLUB OF SCHAUMBURG/HOFFMAN ESTATES CHARITABLE FOUNDATION**

**P.O. BOX 958121HOFFMAN ESTATES, IL 60195-8121**

Dear Community Organization:

Each year the Rotary Club of Schaumburg/Hoffman Estates Charitable Foundation provides grants in an effort to strengthen our network of support, addressing basic needs and empowering those in need in our community. The Rotary Club of Schaumburg-Hoffman Estates has worked hard to raise $30,000 through year-long fundraising efforts. Now we would like to award community grants to not-for-profit organizations which are either located within or serve the citizens of Schaumburg and/or Hoffman Estates, Illinois.

**FUNDING GUIDELINES:**

The Rotary Club Schaumburg-Hoffman Estates Charitable Foundation raises funds to further the goals of Rotary International and of our Local Club. This year we would like to provide funding in **three specific areas:**

LITERACY FOR ALL AGES (e.g. materials, classes, instruction for learning to read and comprehension)

NEEDS FOR CHILDREN (e.g. food, clothing, education, social / emotional / cognitive development)

ENRICHMENT FOR THOSE WITH SPECIAL NEEDS(e.g. job training, equipment providing independence)

**PLEASES NOTE:**

1. The following do **NOT** qualify for funding:
* **Contributions to scholarship funds for mainstream education.**
* **Staff salaries / benefits unless specifically tied to a designated project**
* **General fund**
1. Grants will range from $1,000 to $5,000 so please develop your request accordingly.
2. Any organizations that propose a creative collaboration with another organization to leverage Rotary’s contribution to the project may be given special consideration.
3. Incomplete or late applications will not be considered.

We look forward to receiving your application. Applications must be received via postal mail or email **by April 15, 2020**. Notifications of grant awards will be made by May 26, 2020. Please mail all applications to: Steven Lamp, 2020 Project Selection Chair, The Charitable Foundation for the Rotary Club of Schaumburg-Hoffman Estates, P.O. Box 958121, Hoffman Estates, IL 60195-8121. You may also email completed applications and supporting documents or questions to Steven Lamp at slamp@lampinc.net

Sincerely,**Steven E Lamp**

2020 Project Selection Chair



**CHARITABLE FOUNDATION**

**2020 Application for Project Funding**

PLEASE READ & COMPLETE THE ENTIRE APPLICATION PACKET PRIOR TO SUBMITTING.

The Charitable Foundation for the Rotary Club of Schaumburg-Hoffman Estates will award a total of $30,000 in grants to local nonprofit organizations. Please note in some cases partial funding of a request may be granted in some cases.  **ATTACH A COPY OF YOUR ORGANIZATION’S FEDERAL 501(c)(3) DESIGNATION LETTER to your Application**.

**A. ORGANIZATION OVERVIEW:** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mission of the organization: You may attach brochures or existing paperwork with this information listed. Indicate which pages are attached for the committee to review.

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**Geographic reach of your services**: Please complete the participant table information below with the approximate or actual number of Schaumburg/Hoffman Estates residents served and their age ranges, i.e.: child / adolescent / young adult / adult / senior

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|   |   | **Most** |   | **Two** |
|   |   | **Recent Yr** | **Prior Yr** | **Yrs Ago** |
| Total Participants |   |  |  |  |
|   |   |   |   |
| Schaumburg/Hoffman  |   |   |   |   |
|   |   |   |   |
|   |   |   |   |   |
| Other Communities |   |   |   |   |

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**FINANCIAL INFORMATION**

Year Established: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Annual Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Income: State / Federal Government Funding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Income: Private Contributions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of professional staff responsible for fundraising: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 HAS YOUR ORGANIZATION RECEIVED ANY GRANTS OR SPECAL PROJECT FUNDING FROM THE ROTARY CLUB OF SCHAUMBURG/HOFFMAN ESTATES CHARITABLE FOUNDATIONIN THE PAST 5 (FIVE) YEARS? IF SO, PLEASE LIST DATES, AMOUNT, SPECIFIC USE & IMPACT RELATIVE TO THE PEOPLE YOUR ORGANIZATION SERVES?**(may use additional pages)**

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 HAS YOUR ORGANIZATION PROVIDED HANDS ON SERVICE INVOLVEMENT OPPORTUNITIESTO THE MEMBERS OF THE ROTARY CLUB OF SCHAUMBURG/ HOFFMAN ESTATES IN THE PAST 5 (FIVE) YEARS? IF SO, PLEASE LIST DATES, TYPE OF SERVICE OPPORTUNITY & IMPACT TO THE PEOPLE YOUR ORGANIZATION SERVES.**(may use additional pages)**

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DOES YOUR ORGANIZATION HAVE AN ASSIGNED LIAISON\* FROM THE ROTARY CLUB OF SCHAUMBURG / HOFFMAN ESTATES? IF SO, PLEASE PROVIDE THE NAME OF THE ROTARIAN AND THE NAME OF THE PERSON / PEOPLE THEY MOST CLOSELY WORK WITH IN YOUR ORGANIZATION.

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\*If your organization does not yet have an assigned liaison person from the Rotary Club of Schaumburg / Hoffman Estates, you may be assigned one if awarded this grant. Ongoing collaboration with an assigned liaison is preferred. Please contact us for a liaison.

**PROPOSED PROJECT FOR FUNDING (provide brief description – may use additional pages)**

E) **PROJECT TITLE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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FULL PROJECT COST AND BUDGET (DETAIL) :

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REQUESTED GRANT AMOUNT: ($1,000 to 5,000)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe project, purpose of requested funds, and impact our funding can make. You may use additional typed pages with supporting documentation in lieu of printing information here. Indicate which pages are attached for the committee to review.

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ARE YOU SEEKING OTHER FUNDING FOR THIS PROJET? YES or NO (circle one)

a) If YES, Full or Partial funding (circle one)

b) If YES, please describe sources of other possible funding

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**G) If you are awarded a grant would you be able to provide the following:**

1. Offer a “Hands On” Community Service Project in which 8-10 members of our club could provide 2-3 hours of their time and talent volunteering to help those you serve? Please describe briefly:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Publicize the Rotary Grant award within your organization’s newsletter, website or donor recognition piece& send press releases to local media outlets? Also, provide the publicity pieces to the Rotary Club of Schaumburg / Hoffman Estates for distribution to our members. Please describe briefly:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Send a representative of your organization to provide a project funding status and update presentation to our club after being awarded? Lunch meetings are held every Friday in Schaumburg at Chandler’s Schaumburg Golf Course on Roselle Road. Date T.B.D.

 YES or NO

**Thank you for your continued commitment to strengthening the community with your organization’s mission. A member of our committee will be in touch with you soon.**



**CHARITABLE FOUNDATION**

**2020 TIMELINE for PROJECT FUNDING**

March 16, 2020 Applications are made available to area organizations and is

published on the Rotary Club website available for download.

April 15, 2020 (11:59PM) Deadline for Submitting Application. Incomplete or late applications **will**

 **not considered.**

April 17, 2020 Project Selection Committee review and scoring of all applications.

May 22, 2020 Project Selection Committee will present recommendations to the

 Membership of The Rotary Club of Schaumburg / Hoffman Estates

 Charitable Foundation. Awards will be agreed upon through voting.

May 26, 2020 Notifications of Award or Rejection will be sent to applicants.

June 12, 2020 Awards Luncheon. A representative for an award recipient organization will be expected to attend the awards luncheon (12:00 to 1:30 pm) at Chandler’s Chophouse to receive the Project Selection Grant and briefly explain their project to our members.

It will be the responsibility of the organization to present an update to the club for the approved project prior to June 30, 2021. To schedule a date contact Steven Lamp.

**\*All decisions of the Project Selection Committee & Rotary Club Members vote will be final.**

To learn more about the Rotary Club of Schaumburg/Hoffman Estates visit our website [www.SchaumburgRotary.com](http://www.SchaumburgRotary.com)