**Anchorage East Rotary Club**

**Small Grants Program**

**I) Introduction**

The Anchorage East Rotary club awards small grants on a competitive basis to non-profit, volunteer and educational organizations to support their efforts to serve our community. Typical awards are between $500 and $2,000. A maximum award of $3,000 is possible for exceptional projects which provide significant benefit. Grants are for special projects. They are one-time funds not intended for ongoing operations. The grant should be sufficient for your organization to complete the project. If you have matching funds from other sources, the Club will participate as long as the total funds are sufficient to complete the project.

**II) Award Considerations:**

The target population for this grant program is the greater Anchorage area, and serving or relating to at least one of the following categories:

1. Youth
2. Seniors
3. Community Health
4. Literacy

The Club receives many grant requests. ***Priority will be given to projects that purchase equipment (e.g. assets) that enable or improve the organization’s ability to achieve their service mission. Priority will also be given to projects that benefit a large number of people*** in the target audiences above.

**III) PROCESS:**

Complete the Small Grant Application (which follows).

Email your completed application to:

Charlotte Tharp

AER Community Service Committee

ctharp@gci.net

OR

You may hand-deliver your Small Grant Application to an Anchorage East Rotary Board Member who will deliver same to the Committee Chair.

A committee will review and evaluate applications **three times each** **year** and make recommendations to the Club’s Board of Directors. You will be notified via e-mail or phone after the Board makes its decision (generally within three months post submission). Previously considered applications are not re-considered. They must be re-submitted. The next deadline to submit your request must be received by **September 15th, January 15th, and April 15th.**

**IV) RULES**

1. Grants are awarded at the sole discretion of the Anchorage East Rotary Club.
2. The grant is public information. Rotary may use any part of your application to promote our program or to provide public information.
3. If you are awarded grant funds, you will be requested to assist us in spreading word of our program. We request that you provide a “thank you” letter on your letterhead giving a general description of what you were able to accomplish with the grant. Rotary may publish that letter.
4. If you purchased equipment or other form of a hard asset, we request that you place the Rotary logo on the equipment/asset. This will consist of a Rotary logo decal, or in the case of large assets, a permanent Rotary wheel. We will provide them to you at no cost.
5. Grants are generally awarded at a Rotary meeting OR at the Organization’s headquarters. You will be required to appear for the presentation of the funds.
6. Rotary grant funds are to be used only for the purposes for which the grant was made. You agree to provide the Rotary Club a letter detailing the use of grant funds within 90 days after the funds are expended.
7. If the terms outlined in these rules are not followed, you agree that the Rotary Club may recover the grant funds.

**Anchorage East Rotary Club**

***Small Grants Application***

Agency Name & Address

Contact Person

Title

Contact Phone (not for publication)

Contact email (not for publication)

1. What is the dollar amount of your request?
2. Please tell us a little about your organization and service mission to the community. You may attach additional sheets or material you have readily available.
3. What will the grant funds be used for? Please be as specific as possible (attach extra sheets if necessary)
4. Exactly who will be served by this grant? How many people will benefit?
5. Will you be billing anyone for the use of the assets purchased with the grant funds? If so, who?
6. Why is this money not available or budgeted in your normal annual budget process?

**Anchorage East Rotary Club**

***Small Grants Application, continued***

1. If this is a capital item, how are you going to provide ongoing maintenance?
2. What effort is the agency putting forth, or willing to put forth, to accomplish this project? Are there “sweat equity” contributions, volunteer contributions or matching funds available?
3. Is this grant sufficient to complete the project? If not, what are your plans to secure the necessary funding?
4. Are you an “Exempt Organization” as defined by the Internal Revenue Service? If so, under which Code Section?
5. If you are an IRS defined “Exempt Organization”, when was the last time your organization had an audit? Please attach copy of most current audit.
6. If you are an IRS defined “Exempt Organization”, and do not have audited financial statements: Please attach a copy of the organization’s financial statements for the most recent year-end, and a copy of the most recently filed Form 990 (or 990EZ).

**CERTIFICATION:**

I certify that the attached grant application and all attachments are true and complete to the best of my knowledge. I have the authority to bind the organization to the Rotary Small Grant rules and, if funded, will do so.

Signature Date

Title