



## Rotary Community Grants “We Care Program”

Grant Applications  
Are Due by:

August 1, 2018  
February 1, 2019

Notification will be made  
within 30 days

Rotary Grant  
Honorees will be  
acknowledged and their  
programs presented  
at a luncheon.

Grant Application and  
Instructions may be obtained:

[www.culvercityrotary.org](http://www.culvercityrotary.org)

[facebook.com/groups/  
culvercityrotary](https://facebook.com/groups/culvercityrotary)

Email applications:  
[CulverCityRotary@gmail.com](mailto:CulverCityRotary@gmail.com)

OR

Mail completed applications:

Culver City Rotary  
Community Foundation  
P.O. Box 99  
Culver City, CA  
90232-0099

Rotary Club Meetings  
1st and 3rd Wednesdays  
12:15 – 1:30  
Culver Hotel  
9400 Culver Blvd.  
Culver City, CA  
90232



The Culver City Community Foundation will consider grants to assist credible 501(c)(3) organizations serving children and youth, the elderly, the disabled, the homeless, the sick, the poor, or otherwise disadvantaged, and programs that will improve the quality of life for people in the Culver City community.

Consideration will be given to the support of projects which promise positive results and are likely to produce a long term effect.

“We Care About Our Neighbors and Friends”

Rotary Makes Our Communities Better



## **Culver City Rotary Community Foundation Grant Application “We Care Program” 2018**

Organizations may apply annually for grant awards from the Culver City Rotary Community Foundation. However, after three years of successive awards, priority will be given to other organizations in an effort to support as many worthy organizations as possible. Organizations are limited to one award per Rotary fiscal year.

Grant recipients are expected to recognize the Rotary Grant to their organization and to provide the Foundation with a report on the use of their grants within one year of receiving the grant. Failure to do so may disqualify an organization from future eligibility.

Eligibility - The organization must:

- Be a 501(c)(3) nonprofit organization of the Internal Revenue Code, known as nonprofit public charities or a public agency. Provide verification of 501(c)(3) ID number status.
- Have a board-approved policy regarding staff employment, electing a governing board, and provide service without discrimination on the basis of race, religion, gender, sexual orientation, age, disability, or national origin.
- Provide direct benefits to the community of Culver City.

Program Support

Grants are available for a new program or support for an existing program. The program must be part of the nonprofit's mission and meet identified community needs. The program is defined to provide meaningful and measurable changes for its participants. The program should be designed to reach the greatest number of people at the most reasonable cost. Granted funds are to be used to support program costs, not operating expenses.

Limitations

Proposals will not be considered for grant funding:

- conferences, workshops, travel, surveys or publishing activities
- operating support and debt retirement
- projects or programs normally financed by government sources
- annual appeals, general fund drive or endowment funds
- political organizations or candidates
- sectarian religious purposes
- multi-year funding for new programs
- direct grants, scholarships, or loans to individuals

### Grant Process

Provide a brief project work plan that includes a timeline and corresponding actions to accomplish project goals, objectives and outcomes.

The grant period is one year in duration from the date of award. Any funds that cannot be spent for the intended purpose must be returned to the Culver City Rotary Community Foundation.

### Size of Grants

Applicants may request a maximum of \$10,000 towards their outlined programs.

### Grant Evaluation

If funding is awarded, grant recipients must provide a final Grant Evaluation Report documenting the project's actual cost, result and effectiveness. Organizations that have previously received a grant are required to provide a completed Grant Evaluation Report before a new grant proposal is accepted. Describe the plan to measure the program's goals, objectives, outcomes and processes.

### Notification

Rotary Grants are accepted by August 1 and February 1. Applicants will be notified within 30 days about the grant. Monies will be distributed at a luncheon with the date to be determined.

## **Grant Application**

Please clearly and succinctly answer all responses.

### Organization Background

- Organization's history and mission.
- Description of current programs, activities and major accomplishments.
- Number of active volunteers and estimate of total volunteer hours over the past fiscal year.

### Purpose of Request: Goals and Outcomes

Describe the needs in the community the organization is trying to resolve through the proposed project. If statistics or opinions are included, please cite sources.

Describe the anticipated outcomes or goal(s) of the project. Include:

- The project's specific, measurable, achievable and realistic objectives.
- The short and long term changes to be achieved with the proposal request.

### Organization and Leadership

Describe how the organization will implement this proposal request.

Include information on:

- How this proposal advances the organization's mission.
- Include who will have oversight for the project.
- Describe if Culver City Rotarians have been or can become volunteers in the applicant organization or in the proposed project.

- How the Culver City Rotary Community Foundation will be recognized for its support of this project.
- Number of persons serving on the Board of Directors.
- Number of meetings held during past fiscal year.
- List names of officers and three top executives.
- List if any Rotarian has served on the Board of Directors in the last three years.

#### Financial Information

Please address the following:

- Include detailed project budget
- Explain significant changes in financial position from prior year, if any.
- Describe what contingency plans the organization has if a shortage of funds occurs before the end of the grant cycle.

#### Sustainability

Describe additional resources needed to continue this project over time (financial, staffing, partners, etc.) and a plan to secure these resources.

#### Certification – The following paragraph must be included in the proposal.

The information contained in this application and in any attachments is complete and accurate. If a grant request is granted by the Culver City Rotary Community Foundation the funds will be used solely for the purposes specified in the grant proposal within twelve (12) months of receipt. Any unused funds over \$100.00 will be returned to the Foundation. A completed Grant Evaluation will be provided for the grant received from the Foundation and will include a full accounting of the use of the grant funds. The Grant Evaluation is due before a new request can be considered. This certification must be signed and dated by the Chief Executive Officer and Chairperson of Board of Directors.

#### Mail Rotary Grant Application to:

Rotary Community Grants  
Culver City Rotary Community Foundation  
P.O. Box 99  
Culver City, CA 90232



## Rotary Grant Application 2018

*Please use this page as the grant cover page.*

Date of application:

Organization name:

Address:

Telephone:

Executive Director:

Contact person and title for grant (if not Executive Director):

E-mail of primary contact:

Organization website:

Grant request: \$ \_\_\_\_\_ Total project budget: \$ \_\_\_\_\_

Name of project for funding consideration:

Clearly and briefly describe exactly what this grant will support:  
The project description may be up to two pages.

Total organizational budget: \$ \_\_\_\_\_ Number served yearly by agency: \_\_\_\_\_

Please provide verification of 501(c)(3) ID number status.

\_\_\_\_\_  
Name of Executive Director or Authorized Board Officer Title

X \_\_\_\_\_  
Signature Date