|  |
| --- |
| **FY 2020–2021 Annual Grants Process**  **Guidelines and Timeline** |
|  |

****

Dear Seattle 4 Rotary Service Committee Chairs, Co-Chairs and Project Advocates:

All eight club service committees may submit proposals for SRSF annual funding in 2020-2021 fiscal year.  To help ensure a successful process, please make sure committee members and potential grant applicants know the information listed below. All forms and instructions are also on the [SRSF website](http://www.seattlerotary.org/service-foundation/how-to-apply-for-a-grant) at[**https://seattlerotary.org/page/how-to-apply-for-a-grant.**](https://seattlerotary.org/page/how-to-apply-for-a-grant)

* **Application requirements:** Every grant proposal must have a Seattle 4 Rotary club member as its primary advocate.  That advocate cannot be a staff member of the organization seeking funding by the proposed grant. All proposal sections must be complete. The proposal must be approved by a sponsoring service committee, signed by the current committee chair, and submitted to SRSF on the **FY 2020-2021 Project Proposal Form**.
* **Application Deadline**: Service committee proposals for the next annual cycle of funding must be submitted to [**Foundation@SeattleRotary.org**](mailto:Foundation@SeattleRotary.org)by **April 17, 2020**.  Each service committee must submit a cover sheet listing all proposals submitted and the committee’s recommended in priority order for funding.
* **Evaluation and Decision Timeline**: Service committee proposals will be evaluated by the SRSF Board and approved for funding by **May 31, 2020**.  Service committee chairs will be notified of grants awarded during the first week in June.  Service committee chair or co-chairs are responsible for notifying all applicants and their advocates of the outcome of their grant request. Evaluation criteria include: 1) project sustainability and impact, 2) project cost effectiveness, 3) project value, 4) degree to which Rotary’s investment is leveraged through the involvement of other partners, 5) the importance of Rotary funds in a catalytic and recognized role and 6) the opportunities for Rotarians to be involved in project implementation.
* **Funding Availability**: Funding for FY 2020-2021 will be available after **July 1, 2020**.  Please request funds only when project is ready to start and use them. Requests for the release of funds must be made by the project advocate to the sponsoring service committee chair along with the necessary disbursement information (payee, memo line info, amount, address). Please note, payment via wire transfer is only available for international disbursements. The service committee chair must fill out the **Payment Request form** and send it to [**Foundation@SeattleRotary.org**](mailto:Foundation@SeattleRotary.org)**.**
* **Required Project Reporting**: The service committee chair or co-chairs are responsible for submitting final or progress reports to the SRSF Grants chair as soon as the project is complete, but **no later than May 31st** of each year.  Please use the **Project Report Form** which provides space for a 100-word summary of project results as well as the budget expenditures. Please attach a project photo and send to report to [**Foundation@SeattleRotary.org**](mailto:Foundation@SeattleRotary.org)**.**  Reporting is an essential accountability step and the report is used to compile the SRSF Annual Report to all members. **Please note that no funds will be disbursed to 2020-2021 projects until all reporting for your committee’s 2019-2020 projects is complete.**

Thank you for all you and your committees do to serve our community and our world. You exemplify Service Above Self.

Jean Thompson, 2019-2020 Grants Committee Chair Patricia Bostrom, SRSF 2019-2020 Board Chair