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| **FY 2021–2022 Annual Grants Process**  **Guidelines and Timeline** |
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Dear Seattle 4 Rotary Service Committee Chairs, Co-Chairs and Project Advocates:

We are looking forward to the upcoming SRSF annual grants cycle which is open to all eight service committees.  Please note that the deadline is the end of March this 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 2021-2022 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 **March 31, 2020**.  **NOTE:** This deadline is earlier than and in the past. 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 **April 30, 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. Additional consideration will be given to local projects that meet one of three current priorities: supporting the health, recovery and sustainability of Downtown Seattle; supporting communities of color, especially the Black Community and supporting the resiliency of children and families during and post COVID. It is important that applicants explain how their project can be completed given COVID restrictions.
* **Funding Availability**: Funding for FY 2021-2022 will be available on or 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 2021-2022 projects until all reporting for your committee’s 2020-2021 projects is complete.**

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

Cynthia Chirot, and Sue McNab, Grants Committee Co-Chairs Nancy Cahill, SRSF 2020-2021 Board Chair