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| **FY 2023–2024 Annual Grants Process**  **Guidelines and Timeline** |
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Dear Service Committee Chairs,

Happy New Year from your Seattle Rotary Service Foundation!  We hope your year is off to a good start and that your committees are considering great projects for the upcoming spring grants cycle.  This email contains instructions and reminders about our process for grants submissions.  The process will be the same as last year.

We are looking forward to the upcoming SRSF annual grants cycle which is open to all service committees.   Please note that the deadline is the end of March this year. To help ensure a successful process, please make sure all committee members, project advocates 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, *someone who knows the project and its leadership well*.  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 2023-2024 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, 2023**.  Each service committee must submit a cover sheet listing all proposals submitted and the committee’s recommendations 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, 2023**.  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: 1) supporting the health, recovery and sustainability of Downtown Seattle; 2) supporting communities of color, especially the Black Community; and 3) 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 2023-2024 will be available on or after **July 1, 2023**.  Please request funds only when a 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 the 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 2023-2024 projects until all reporting for your committee’s 2022-2023 projects is complete.**

Thank you for all you and your committees do to serve our community and our world. You exemplify Service Above Self.Jim Stevens, Grants Committee Chair            Sue McNab, SRSF 2022-2023 Board Chair