



P.O. Box 806  
Morro Bay, CA 93443-0806

## Re: Community Services Grant Application Procedure

An organization requesting monetary support from the Morro Bay Rotary Club will need to submit a grant application. Grant applications will be evaluated in the order they are received, unless deemed urgent, by our Allocations Committee. Funds are limited and expected to run out before June 30, 2017, so it is suggested that applications be submitted by January 25, 2017. Preference will be given to organizations or projects specifically benefiting the geographical area that our club serves (Morro Bay, Cayucos, Los Osos), or that provide desired services not available in our local area.

### **Rotary Club of Morro Bay 2016-17 GRANT GUIDELINES**

- Qualifying nonprofit organizations **must be tax-exempt under IRS 501(c)(3)** and serve clients within **San Luis Obispo County**, preferably within the local communities of **Morro Bay, Cayucos and Los Osos**. No grants will be made to grant-making private foundations as defined by the IRS. **Attach** a copy of your **current operating budget**, the **project budget** related to this request and a copy of **your federal tax exempt status letter**.
- A **member** of the Rotary Club of Morro Bay **must endorse** the application.
  - Contact Rotary President Dan Costley (805) 235-7022 if you need a referral.
- Grants requested must be for a **well-defined, specific project** that will enhance the programs of the organization and service to the local community.
- A member of the Allocations Committee may interview each organization seeking a grant to review the application; especially for those requests greater than \$3,000.
- Applications and attachments should be submitted and received before January 25, 2017. The Official Allocation Distribution Meeting will be held on Tuesday, May 16, 2017 at the Morro Bay Golf Course; notification of acceptance will be delivered via email approximately 3 weeks prior to the meeting. Please note - while all requested amounts will be taken into consideration, please understand that the Morro Bay Rotary Club may not be able to fulfill your entire request due to the number of grant applications received each year.

Sincerely,

Pete Zotovich, Chairperson  
Community Services Grant Committee

Phone: (805) 748-0824