

GRANT AWARD GUIDELINES

Rotary Club of Simi Sunrise

OVERVIEW

Rotary is a global network of 1.2 million neighbors, friends, community leaders, and problem-solvers who come together to make positive, lasting change in communities at home and abroad. Rotary members believe that we have a shared responsibility to take action on our world's most persistent issues. Our 34,000+ clubs work together to:

- Promote peace
- Fight disease
- Provide clean water, sanitation, and hygiene
- Support mothers and children
- Support education
- Grow local economies

The Rotary Club of Simi Sunrise supports specific programs for youth, educational opportunities and international exchanges for students, teachers, and other professionals, as well as vocational and career development. The Rotary motto, "Service Above Self", is the essence of why 1.2 million Rotarians serve others throughout the world.

Although we sincerely wish we could fulfill every request for funding, applications generally far exceed the funds available. For this reason, we have established criteria to assist the **Rotary Club of Simi Sunrise Allocations Committee** in deciding where the funds may be most effectively employed for the betterment of the community.

A grant application must be completed in order for your request for funds to be considered. A grant application will be considered only if the proposal fits within the Rotary Club of Simi Sunrise's guidelines.

APPLICATION PROCEDURES

To request funds, a **Grant Application** must be completed and timely submitted, along with any supporting cover letters and additional relevant information. Grant applications must include the following attachments:

1. IRS Code Section 501(c)3 Tax Determination Letter
2. Article of Incorporation and by-laws
3. Current IRS Form 990
4. List of previous grants received from the Rotary Club of Simi Sunrise
5. Summary report describing the use of the most recent grant proceeds received from the Rotary Club of Simi Sunrise
6. Current operating budget

GRANT CRITERIA

All grant applications shall be subject to a rigorous review by the Rotary Club of Simi Sunrise Allocations Committee. It is not the intention of the Allocations Committee to establish a permanent and dependent grant relationship with grantees. With regard to types of grants and organizations supported, when reviewing grant applications the Allocations Committee will carefully weigh:

- How directly your proposal aligns with the Rotary Club of Simi Sunrise and Rotary International local and global initiatives
- How directly your proposal will benefit the community of Simi Valley first; the benefit to surrounding communities will be considered secondarily
- How sufficiently your proposal addresses the needs of specific segments of the population, for example low-income individuals/families, individuals with physical or intellectual disabilities, or other underserved groups in need
- The total number of individuals that will benefit from your proposal
- Whether your proposal has measureable goals and objectives
- Your organizational track record of serving the community
- Whether your proposal provides a one-time benefit or an on-going sustainable benefit
- The proposed project timeline and completion date
- Whether the proposal fully funds the project to completion

The Rotary Club of Simi Sunrise does not make awards for *:

- Pass-through grant support through a third party
- Direct scholarship support to individuals
- Purchase of tickets or advertising for benefit purposes
- Coverage of continuing operating deficits, costs of normal operations, or wages
- Document publication
- Capital improvements
- Groups such as political parties or candidates, and groups engaged in influencing legislation

**(Exceptions are made only on a case-by-case basis)*

REVIEW PROCESS

The Allocations Committee meets quarterly. The Rotary Club of Simi Sunrise accepts grant applications year-round, and applications are generally addressed at the next scheduled meeting. Although the schedule may change as necessary, quarterly meetings are generally scheduled in July, October, January, and April to evaluate grant applications that may be submitted.

Most grant funds from the Rotary Club of Simi Sunrise become available following the annual Cajun & Blues Music Festival each May. Consequently, the primary submission period for grant applications is from April 1 through May 31. **Grant applications are due no later than May 31** for consideration during this crucial cycle for considering grants to be funded during the following quarter.

The Rotary Club of Simi Sunrise puts forth its best effort to evaluate grant applications as comprehensively as possible. At the Committee's discretion, an applicant interview and/or a site visit may be requested as part of the evaluation process. A Committee member will contact the applicant during the evaluation process if additional information, clarification, an interview or a site visit is required.

GRANT AWARD PROCEDURES

Following the review process for all grant applications, the Allocations Committee will make its funding recommendations to The Rotary Club of Simi Sunrise Board of Directors. Upon the final review and approval by the Board of Directors, approved grants will be finalized as follows:

- A Grant Award Letter will be sent to the applicant indicating the grant approval and the amount awarded, and will include an invitation to attend the Rotary Club of Simi Sunrise Grant Awards Meeting scheduled each Fall to recognize the applicant's organization.
- A Grant Award Check will be promptly sent to the applicant.

Rotary Club of Simi Sunrise Grant Application (cont.)

Required Additional Documents:

1. IRS Code Section 501(c)3 Tax Determination Letter
2. Article of Incorporation and by-laws
3. Current IRS Form 990
4. List of previous grants received from the Rotary Club of Simi Sunrise
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Volunteer Assistance at Cajun & Blues Music Festival

The Cajun & Blues Music Festival is dependent upon volunteers to staff various areas of responsibility at the annual Memorial Day Weekend event. Please indicate if your organization is interested in, and capable of, providing a group of volunteers to assist at this event, including any group supervisors. Volunteering is not a requirement for approval of your grant application.

Yes, we would like to receive information about assisting at the event.

Possible number of volunteers.

Possible number of group supervisors.

No, we are not able to provide volunteer assistance at the event.

Signature and Acknowledgement:

The undersigned hereby confirms:

- To the best of their knowledge and belief, all information presented in this grant application and related attachments is true and correct.
- All grant funds received will be used as proposed in this grant application.
- This grant application is submitted with the full knowledge and authorization of the Board of Directors of the organization.

Executive's Name: _____ Title: _____

Executive's Signature: _____ Date: _____

Return this application, required documents and any supporting documents to:

Rotary Club of Simi Sunrise
Attn: Allocations Committee
P.O. Box 11
Simi Valley, CA 93062-0011
Tel: (805) 517-9000