

**SOLVANG ROTARY CLUB FOUNDATION  
2023 FUNDING REQUEST APPLICATION  
GUIDELINES & INSTRUCTIONS**

**WHAT WE FUND**

Solvang Rotary Club Foundation is organized for the specific purpose and objective of raising and using funds for the benefit of charitable programs in the greater Santa Ynez Valley area of Santa Barbara County, California (specifically but not limited to educational scholarships, athletic events, parks and recreational facilities, and programs for youths, senior citizens and the mentally, physically or economically disadvantaged), but also secondarily for the benefit of such other tax-exempt organizations serving charitable purposes world-wide as this corporation may determine to be appropriate beneficiaries based upon their charitable activities.

**WHAT GROUPS ARE ELIGIBLE FOR CONSIDERATION?**

Only 501(c)(3) tax-exempt non-profit organizations are eligible for Solvang Rotary Club Foundation grants.

**WHEN ARE FUNDING REQUEST APPLICATIONS DUE?**

There are two time periods (windows) each year in which to submit a grant application – Period One is July 1<sup>st</sup> through October 15<sup>th</sup> and Period Two is January 1<sup>st</sup> through April 15<sup>th</sup>. All applications submitted outside these application periods will be returned with instructions to resubmit during the appropriate application period.

An organization may only submit one grant application each fiscal year.

All grant applications must be submitted on our official “Solvang Rotary Foundation Funding Request” form.

**APPLICATION REQUIREMENTS**

1. All applicants requesting \$999.99 or less must complete and submit the application during the periods specified above.
2. All applicants requesting \$1,000.00 to \$4,999.99 must submit with their request, a detailed budget of the project they are requesting the monies for and details of how the money requested from Solvang Rotary Club Foundation will be spent. All applications must be submitted during the periods specified above.
3. All applicants requesting \$5,000.00 or more shall submit the most current Balance Sheet and Income Statement for the Organization as well as a detailed budget of the project they are requesting the monies for, and details of how the money requested from Solvang Rotary Club Foundation will be spent. All applications must be submitted during the periods specified above.
4. All applicants approved for funding shall submit to Solvang Rotary Club Foundation a follow up report on the project including how the money was spent within 60 days of completion of the project.
5. All funds not spent by the applicant on the approved project within the time period specified on the approved application will be returned to the Solvang Rotary Club Foundation. The application must include the completion date of the project.

**ADDITIONAL INFORMATION REQUIRED BY SOLVANG ROTARY  
FOUNDATION WITH THE APPLICATION**

If your organization has previously received funding from the Solvang Rotary Club Foundation, we require that you include a summary description of the most recent previous grant received, how it was utilized, and what impact it had as an addendum to your Funding Request Application.

In evaluating your grant application, the Foundation's Board of Directors *may* request a site visit or additional information.

**Submit Completed FUNDING REQUEST to:**

**Solvang Rotary Club Foundation  
Grants Chair  
P. O. Box 636  
Solvang, CA 93464**