

BROOMFIELD CROSSING FOUNDATION GRANT INSTRUCTIONS

Introduction

Broomfield Crossing Rotary Foundation is a Colorado not-for-profit corporation. The foundations charitable purposes are to provide and promote community service, humanitarian service, assistance to the poor and underprivileged, education, health and intergenerational understanding in and around Broomfield, Colorado, as well as internationally, and to build goodwill and peace internationally. All grants must further at least one of those purposes. In making general charitable grants, **Broomfield Crossing Rotary Foundation** will give preference to organizations that are tax exempt under 501c3 of the Internal Revenue Code. However general grant applications from non-exempt charitable causes will be considered as well.

Typical awards are between \$500 and \$2,000. A maximum award of \$3,000 is possible for exceptional projects which provide significant benefit.

Instructions for General Grant Applications

To apply for a grant from the Broomfield Crossing Rotary Foundation, please use the following:

1. Complete the attached Broomfield Crossing Rotary Foundation Grant Application

Application should include:

- Annual Report
- Anti-Discrimination Statement
- Board of Directors List
- IRS Determination Letter
- Key Staff List
- Most Recent Audit
- Most Recent Year End Financial Statement
- Fiscal Sponsor Information

2. Broomfield Crossing Rotary Foundation Grant Terms and Conditions.

If you are awarded a grant from **Broomfield Crossing Rotary Foundation** there will be a Terms and Conditions document completed and provided which will provide guidelines for use and any reporting required (see example included at the end of this document).

3. Decisions and Provision of Grants

Grant requests are reviewed monthly. In most cases, **Broomfield Crossing Rotary Foundation** will request that applicants appear before the Board of Directors of **Broomfield Crossing Rotary Foundation** to submit to one or more interviews in order to assist us in evaluating the grant application.

ALL DECISIONS TO GRANT, PARTIALLY GRANT OR DENY GRANT APPLICATIONS ARE SUBJECT TO THE DISCRETION OF THE BOARD OF DIRECTORS OF **Broomfield Crossing Rotary Foundation**. **Broomfield Crossing Rotary Foundation** OFFERS ABSOLUTELY NO GUARANTY OR ASSURANCE THAT ANY PARTICULAR GRANT APPLICATION WILL BE FUNDED OR EVEN PARTIALLY FUNDED. **Broomfield Crossing Rotary Foundation** will inform you in writing of its decision concerning your grant application. If the decision is to fund or partially fund your application, **Broomfield Crossing Rotary Foundation** will fill out the Terms and Conditions specific to your situation, and submit the Terms and Conditions to you for execution and return to **Broomfield Crossing Rotary Foundation**. After you return to **Broomfield Crossing Rotary Foundation**, the Terms and Conditions signed, **Broomfield Crossing Rotary Foundation** will make mutually acceptable arrangements with you for funding or partial funding of your grant application, and for any post-funding verification or reporting required pursuant to the Terms and Conditions of your grant.

BROOMFIELD CROSSING FOUNDATION GRANT TERMS & CONDITIONS

1. **Grant Amount:** \$ _____

2. **Grant Payment Dates & Amount:** _____

3. **Use of Funds:**

4. **Conditions of Grant (if any):**

5. **Reporting Schedule:** _____

6. **Additional Terms and Conditions:**

PLEASE NOTE: YOUR GRANT FROM THE **Broomfield Crossing Rotary Foundation** IS SUBJECT TO THE "TERMS AND CONDITIONS OF GRANTS" PROVIDED WITH THESE GRANT SPECIFICATIONS. BY SIGNING THIS FORM, THE UNERSIGNED CERTIFIES THAT HE/SHE IS A DULY ELECTED OR APPOINTED OFFICER OF THE GRANTEE AND IS AUTHORIZED TO BIND THE GRANTEE TO THESE GRANT SPECIFICATIONS AND THE TERMS AND CONDITIONS OF GRANTS ATTACHED.

Broomfield Crossing Rotary Foundation: _____(signed)

Grantee

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

BROOMFIELD CROSSING FOUNDATION GRANT TERMS & CONDITIONS

By accepting a grant of fund from the **Broomfield Crossing Rotary Foundation**, you (the “Grantee”) agree to the following terms and conditions upon which your grant from **Broomfield Crossing Rotary Foundation** is provided.

- **Grant Specifications:** The “Grant Application” executed by **Broomfield Crossing Rotary Foundation** and Grantee are made a part of these Terms and Conditions, and incorporated herein by reference as though set forth in full.
- **Use of Grant Funds:** Grantee agrees to use Grant Funds only for the purposes and activities specified in the Grant Application. Grantee also agrees that Grant funds will be spent only in accordance the “Use of Funds” set forth in the Grant Application and the most recent budget given to **Broomfield Crossing Rotary Foundation** as part of Grantee’s grant application (the “Budget”). Any changes to Grantee’s proposed use of funds or Budget must be approved in writing in advance by **Broomfield Crossing Rotary Foundation**. Funds may not be used for capital expenditures/campaigns or for food that is not critical to the mission of the grant project/program/service. Funds may not be used to lobby for or support political issues or candidates.

Grants are awarded at the sole discretion of the **Broomfield Crossing Rotary Foundation**. The grant is public information. Rotary may use any part of your application to promote our program or to provide public information. If you are awarded grant funds, you will be requested to assist us in spreading word of our program. We request that you provide a “thank you” letter on your letterhead giving a general description of what you were able to accomplish with the grant. Rotary may publish that letter. If you purchased equipment or other form of a hard asset, we request that you place the Rotary logo on the equipment/asset. This will consist of a Rotary logo decal, or in the case of large assets, a permanent Rotary wheel. We will provide them to you at no cost. Grants are generally awarded at a Rotary meeting. You will be required to appear for the presentation of the funds. Rotary grant funds are to be used only for the purposes for which the grant was made. You agree to provide the Rotary Club a letter detailing the use of grant funds within 90 days after the funds are expended. If the terms outlined in these rules are not followed, you agree that the Rotary Club may recover the grant funds.

- **Reports:** Grantee shall maintain accurate and complete financial records concerning the use of Grant funds. Grantee shall submit to **Broomfield Crossing Rotary Foundation**, a final report, and if specified in the Grant Specifications, periodic reports, detailing Grantee’s use of Grant funds.
- **Public Announcements:** Grantee shall mention **Broomfield Crossing Rotary Foundation** funding participation in all subsequent public relations, news features, publications or other media information related to the purpose(s) for which the Grant was provided. Grantee shall promptly forward a copy of any such published materials to **Broomfield Crossing Rotary Foundation**.
- **Notifications to Broomfield Crossing Rotary Foundation:** Grantee will immediately notify **Broomfield Crossing Rotary Foundation** in writing of (a) any change or threatened change to Grantee’s tax-exempt status, or (b) any actual or anticipated material variance in the use of grant funds from that which was approved.
- **NOTICES:** All notices, demands, requests and other communications required or permitted hereunder shall be in writing and shall be addressed as follows:

Broomfield Crossing Rotary Foundation, PO Box 691, Broomfield, CO 80038-0691

BROOMFIELD CROSSING FOUNDATION GRANT APPLICATION

please use additional sheets as necessary

Date: _____

Applicant Name: _____

Applicant Address: _____

Applicant EIN: _____

Amount Requested: _____

Generally describe the purpose of your request including a general description of the project toward which the grant funds will be used.

Specify how you would use the grant funds. Please provide as much detail as available.

During what time period would the grant funds be spent? _____

If you receive a grant, how would you demonstrate to the foundation your actual use of funds?

For the project specified above, please provide an estimate of the following:

Total Cost: _____ Other funds sources: _____

Please describe the extent of volunteer time associated with this project:

Please provide any additional information you deem appropriate via attached pages.

Please mail and/or email your grant application request to:
Broomfield Crossing Rotary Foundation, PO Box 691, Broomfield, CO 80038-0691
broomfieldcrossingrotary@gmail.com