

Rotary Club of Steamboat Springs

Request for Funding

- All grant applications must use this form and follow all elements of the application procedures.
- Programs benefiting seniors and youth will be given priority consideration.

Amount Requested:	Total Project Budget:
Applicant Name (organization and representative):	Phone Number:
Mailing Address:	Email Address:

(In a cover letter, please provide a brief description of the request, its purpose, duration of the project and dates, the number of people to benefit from the funding, how the activity or project will benefit the organization, and how it will benefit the community.)

Other Sources of Income

(List sources and amounts, attach additional sheet if necessary)

Secured:

Requested:

Source	Amount	Source	Amount

Applicant Signature Date

Applicant Signature Date

School Principal (if applicable) Date

Has the organization requested funds for this project or purpose within the last two years?
 _____ Yes _____ No

Is your organization a 501(c)3 non profit? If not, include your organizational tax status.
 _____ Yes _____ No

COMMUNITY GRANTS PROGRAM: Each year the club grants funds to 501(c)3 non-profit organizations. These funds are available through earnings on the club's endowment, together with other dollars gained through Rotary fund-raising projects. The Grants Committee reviews applications and makes the determinations or forwards the request to the board if the request exceeds the authority of the committee.

Areas of Focus for the Rotary Grants program are the following:

- Funded activity should improve the quality of life in Steamboat Springs and Routt County
- Primarily serve, but not limited to, seniors and youth
- Not to be used for re-granting by recipient
- Grants will not be granted retroactively after the timing of the funding need
- Grant funds will not be used for operational purposes for your nonprofit organization but for specific activities
- Grant determination will favor those activities that impact larger numbers of citizens
- Generally, grants will be made for distinctive, one-time activities and should not be anticipated for multiple years for the same activity
- Grants up to \$2000 can be approved by the grant committee alone
- Grants over \$2000 must be presented to the full Rotary Board at their monthly meeting for approval

Grant Application Procedure

- Complete the Rotary Club's request for funding form.
- With the application submit a one-page cover letter further explaining the specifics of the organization's request. Specifically, how will the activity or program to be funded benefit the organization and how will it contribute to, or benefit the community.
- Additional support material about the organization and its projects may be included
- Grants must be received by: Tara Weaver, Grant Committee Chair, Steamboat Springs Rotary Club Grants Committee at SteamboatRotaryGrants@gmail.com
- There are two granting cycles per fiscal year. Funding cycle one ends December 1st, with funding cycle two ending April 1st. Grants must be received by Dec 1st, or April 1st to be considered for funding. All grants requests will be considered based on funds available for that fiscal year.
- Grants received by the above-mentioned dates will be considered that same month with funding decisions being made by Dec. 15 and April 15.
- All applicants will be contacted within 7 days of the committee funding meeting with the committee decision. Grantees will then be issued a check via US Mail within 30 days for the committee decision.
- If awarded a grant the recipient group is required to present how the funds were used and what impact these funds had on the groups project or organization. This presentation must be complete within 6 months of using the grant monies.