

**ROTARY CLUB OF STEAMBOAT SPRINGS  
COMMUNITY GRANT APPLICATION**

Request for Funding

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

**APPLICANT NAME (Organization):**

**POINT OF CONTACT/ REPRESENTATIVE:**

**EMAIL ADDRESS:**

**PHONE NUMBER:**

**MAILING ADDRESS:**

<b>Amount Requested:</b>	<b>Total Project Budget:</b>

**Other Sources of Income:** (List sources and amounts, attach additional sheet if necessary)

*SECURED:*

*REQUESTED:*

SOURCE	AMOUNT

SOURCE	AMOUNT

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

ROTARY CLUB OF STEAMBOAT SPRINGS  
**COMMUNITY GRANT INSTRUCTIONS**

Eligibility Criteria

- The requesting organization must be a 501(c)3 organization, school, or government agency in Routt County.
- The community grant program focuses on activities that primarily serve youth and seniors in the community but is not limited to these activities. Applications for programs benefitting the entire community will also be entertained.
- Grant funds may not be used for regranting or for providing funding for individuals, e.g. scholarships or travel.
- Applications from religious organizations will be considered but must be for a totally secular purpose.
- The applicant must demonstrate how the funds will be used for a specific activity, capital purchase or defined purpose other than general administrative or overhead expenses. Costs must be directly attributable to the activity.
- Grants will not be made retroactively for activities that have occurred prior to the application being considered.
- Organizations may apply for funding if it has applied and been granted in prior years. However, organizations should NOT anticipate repeat funding regardless of how many times the grant has been awarded previously.

Application Requirements

- The application may not exceed 3 pages total including the cover page and any required or explanatory information. Do not include any general marketing or organizational materials. If additional information is needed, it will be requested after receipt of the application. Applications exceeding 3 pages will not be considered.
- All information required must be submitted or the application will not be considered.
- A general guideline for an application includes:
  - The completed application cover page.
  - A brief description of the request and its purpose.
  - When the activity will occur.
  - Total project budget showing specific anticipated expenses, and which expenses the Rotary Grant will fund.
  - Need for the project in the community or organization, who and how many will benefit, and how they will benefit.
  - Is this a new or recurring activity?
  - How will the success of the event be measured?
  - If this is for a new activity that will be ongoing, does the organization anticipate that it will be self-funding within the organization's budget in the future?

- How the Rotary Club of Steamboat Springs will be acknowledged for its grant award to the activity?

### Granting Procedures

- Rotary Club of Steamboat has one grant cycle each year. Applications can be submitted at any time within 30 days of the application deadline. The deadline is October 1<sup>st</sup>. Grants will be considered during October with funding made no later than mid-November.
- The scope of impact on the target beneficiaries and numbers of those benefitting will be a factor in evaluating the applications.
- Grants are to be submitted to [SteamboatRotaryGrants@gmail.com](mailto:SteamboatRotaryGrants@gmail.com)
- The maximum request for any one grant is \$2,000. Grants may be provided for less than the requested amount if the Grants Committee determines the need to stretch its limited funding to more applicants. Applicants will be contacted to see if their specific activities can proceed with less than full funding. If not, the funds will be redistributed.
- If the activity applied for does not occur for any reason, funds will not be granted or must be returned to the Rotary Club if they have already been provided.
- Any information provided in the grant application and attachments may be used in Rotary press releases, reports or other public information disseminated by the Rotary Club of Steamboat Springs unless confidentiality is specifically requested.

### Post Activity Requirements

- If awarded a grant, the recipient group is required to present how the funds were used and the impact of these funds. This presentation must be completed within 6 months of using the grant monies and will be organized by the Rotary Club of Steamboat Springs. If nobody from the recipient organization can attend on the date selected for the presentation, the recipient must follow up with a written report to the Rotary Club.