

# BRYAN ROTARY CLUB

P.O. Box 2760 | Bryan, TX 77805-2760 | [www.bryan-rotary.org](http://www.bryan-rotary.org)



## GUIDELINES FOR 2025 BRYAN ROTARY CLUB GRANTS

The Bryan Rotary Club may modify the terms and restrictions for the grant at any time. Updates can be found on [www.bryan-rotary.org](http://www.bryan-rotary.org).

### WHAT WE FUND

The Bryan Rotary club will fund a total of \$10,000 for local projects. Projects and programs should align with the goals of Rotary to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty. Projects should be sustainable and measurable.

### RESTRICTIONS

1. A proposal should:
  - a. Be from a 501(c)(3) non-profit organization
  - b. Be organized and managed by the applicant/organization
  - c. Fill one or more major unmet community needs
  - d. Be able to measure results of project
  
2. Grant funds cannot be used for:
  - a. The establishment of a foundation, permanent trust, or long-term interest-bearing account
  - b. Debt retirement
  - c. General operating expenses
  - d. Purchase of land or buildings
  - e. Fundraising activities
  
3. If grants are not implemented within 12 months of receipt of funds, the grant will be canceled and the recipient will be required to return the funds.

### 2025 TIMETABLE

|                       |  |
|-----------------------|--|
| Mon, March 17, 2025   | Grant Applications mailed to non-profits and on-line at Bryan-Rotary.org         |
| Wed 3/19/25 & 3/26/25 | Program information presented to Bryan Rotary Club members                       |
| Wed, May 7, 2025      | Deadline for non-profits to submit grant applications                            |
| Tue, May 13, 2025     | Grant applications reviewed by Club Grant Committee                              |
| Thu, May 15, 2025     | Selected grant applications approved by Board of Directors                       |
| Mon, May 19, 2025     | Selected non-profits notified  |
| Wed, June 4, 2025     | Non-profits presented checks/participate in club meeting                         |
| By 6/5/26             | Projects completed by non-profits and final report submitted to Grants Committee |

\*\*For more information on Bryan Rotary Club Grants, contact Aron Collins (979-764-3076 or [aroncollins@comfortkeepers.com](mailto:aroncollins@comfortkeepers.com)) or Melissa Green ([melissagreen@spherion.com](mailto:melissagreen@spherion.com))

**BRYAN ROTARY CLUB**

P.O. Box 2760 | Bryan, TX 77805-2760 | [www.bryan-rotary.org](http://www.bryan-rotary.org)



**2025 BRYAN ROTARY CLUB GRANT APPLICATION Part One**

**Contact Information:**

Organization: \_\_\_\_\_ Year Founded \_\_\_\_\_

Organization mailing address: \_\_\_\_\_

\_\_\_\_\_

Organization physical address: \_\_\_\_\_

\_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Contact Person Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Organization Mission Statement/Purpose: \_\_\_\_\_

\_\_\_\_\_

Brief narrative history of the organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of paid staff: full-time: \_\_\_\_\_ part-time: \_\_\_\_\_ Number of volunteers: \_\_\_\_\_

Please submit list of Board of Directors

The undersigned certifies that he/she is the authorized representative of the organization stated above and is the applicant who has applied for consideration of funding and states that the enclosed application, budget, and attachments are a true representation of the organization, the program described and intended activities.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BRYAN ROTARY CLUB

P.O. Box 2760 | Bryan, TX 77805-2760 | [www.bryan-rotary.org](http://www.bryan-rotary.org)



## 2025 BRYAN ROTARY CLUB GRANT APPLICATION Part Two

Project Title: \_\_\_\_\_

Grant Amount Requested: \_\_\_\_\_ Total Project Budget: \_\_\_\_\_

Organization's total annual budget: \_\_\_\_\_

What percentage of your budget is allocated to administrative expenses? \_\_\_\_\_

### PROJECT DESCRIPTION

In a typed, double-spaced document of no more than five pages, provide all the information requested below.

1. **Project Summary:** Describe specific purposes for which any grant funds awarded will be used (e.g., specific equipment, overall project funding, etc.). Does this grant request relate to an ongoing project or program; if so, how long has the project or program been operating?
2. **Project Goals/Objectives:** What is the need or problem addressed by the project? What do you expect to accomplish as a result of the project?
3. **Project Impact:** How do you believe a grant to your organization would impact the community? How many people will be served and where? Is your project aimed at a particular population segment?

**Project Activities:** Describe the implementation plan for the project or program. Outline the action steps and describe the activities, timeline and resources or materials involved. Indicate unique and innovative aspects. Will the project be continued in the future?

4. **Project Evaluation:** What measures will be used to determine the success of the project? Describe the evaluation method or procedure used to measure the success of the project.
5. **Proposed Budget:** Provide an itemized budget for the project, including any revenue anticipated from other donors. You may also include (but not required) a budget narrative (700 word maximum) to help the committee further understand your request (e.g. what do you mean by supplies, technical fees, etc.?)

**When the project is completed, a final report should be sent to the Bryan Rotary Grants Committee Chair.**

\*\* Send completed Club Grants application to Aron Collins at [aroncollins@comfortkeepers.com](mailto:aroncollins@comfortkeepers.com)