
2014 Grant Application Guidelines

About Rotary Club of Park Cities Foundation Fund (“Foundation”) is a charitable endowment as a fund of The Communities Foundation of Texas, Inc. (“CFT”). The Foundation was originally sponsored in the 1960’s by the Rotary Club of Park Cities (“RCPC”) for the purpose of providing an enduring legal entity through which members and friends of the Rotary Club of Park Cities might make donations for the good of mankind and the Dallas community.

The RCPC Foundation’s grant programs and policies are overseen by the Board of the Rotary Club of Park Cities. The operations and grant programs are administered by the Executive Committee that is nominated by the Club’s President and approved by the Club’s Board of Directors. The Rotary Club of Park Cities Foundation Fund was created as a dental student loan fund. The purpose of the fund became impractical and was changed to support the general field of philanthropy with an emphasis on tangible items which assist with the health and education of the young and the elderly. Since 2005, certain standing committees of the RCPC have received funding from the Foundation; these committees are subject to the same application process outlined below.

Eligibility

To be eligible to participate applicants must meet the following criteria:

1. Have either a 501(c)(3) tax-exempt designation from the Internal Revenue Service or be recognized or affiliated with a qualified exempt organization according to Internal Revenue Service Publication 526.
2. Dallas County is the primary geographic focus of the Fund with special attention to charitable projects which involve Rotary Club of Park Cities volunteers. However, grants may be made to other worthwhile projects outside of Dallas County.
3. *Grantees are encouraged to wait twenty-four months after receiving a grant to submit a subsequent grant proposal.*

Types of Grants Awarded

Grants awarded by the Foundation can support program needs, capital projects or operating expenses. The Foundation does not make grants to support fund raising events such as annual dinner auctions or galas. Individual grants are generally in amounts of less than \$5,000.

Requests that meet the following criteria may receive priority consideration for potential funding from the Foundation’s grant dollars:

- Collaborative projects that provide greater leverage for philanthropic investments.
- Requests that address a particularly timely need.
- Programs and initiatives that offer innovative or creative solutions to key community challenges in the North Texas region.
- Requests which are consistent with the strategic priorities of the RCPC

Application Process

Complete applications **must be received** by e-mail to foundation@parkcitiesrotary.org by **5:00 PM CST**. The Executive Committee meets quarterly and application deadlines for the following month’s meeting are January 15, April 15, July 15 and October 15. Applications received after the deadlines will be considered for the following quarter. Applications submitted by facsimile or mail will not be accepted. Applicants will be notified if the Foundation would like more information about the funding request. Executive Committee recommendations require confirmation by the RCPC Board of Directors and Communities Foundation of Texas.

GLOSSARY OF TERMS

1. Grant Request –Type of Funding Definitions (Section III.7)

- a. **Seed/Pilot funding**: innovations/start-up funding
- b. **Project/Program support**: a specific project/program within your organization
- c. **Capital/Equipment**: computers, projectors, etc.
- d. **General Operating support**: day-to-day costs of running your organization

2. Goals (Section IV.4) - Measurable statements of activities proposed in the grant request. When appropriate, please include a date for the goal to be accomplished when writing your goals. In most cases, baseline data (i.e., the current or starting level) should also be included. Exceptions include, but are not limited to, funding for a new program.

Goals can be listed as:

- a. **Outputs**: Direct products of the activities proposed - usually measured in terms of volume of work accomplished – for example, number of people served; and/or
- b. **Outcomes**: Benefits or changes to individuals, families, communities, etc. resulting from program participation – for example, percentage of individuals with a 50% or better reduction in their symptoms.

Examples:

Goals without baseline data:

1. To serve 1,300 people in 2014.
2. To raise \$50,000 in additional funding by 12/31/2014.
3. To implement the proposed program by 12/31/2014.

Goals with baseline data:

1. To increase the number of children and adults served from 100 to 500 by 12/31/2014.
2. To increase the number of programs offered per year from 2 to 8 by 12/31/2014.
3. At least 75% of participants diagnosed with depression will show a 50% or better reduction in their symptoms.