**The Rotary Club of Santa Clara – Request for Funding**

Thank you for your interest in obtaining funding from The Rotary Club of Santa Clara. The following details will help you to prepare a more effective application and give you some background on our club’s mission.

Background: The Rotary Club of Santa Clara is a nonprofit corporation filed in the state of California in 1936. Part of our mission is to solicit contributions and provide monetary and other support for community service projects benefiting the City of Santa Clara.

The Rotary Club of Santa Clara considers applications for funding four times per Rotary year.

The Rotary year begins on July 1st and end of June 30th

**First Round:**

**Application Deadline: August 15th**

Applications are presented to the Board of Directors at the September Board Meeting where the applications will be reviewed and voted on.

Applicants will be notified via email by September 30th of the status of the application. If funded, the check will be mailed by October 15th.

**Second Round:**

**Application Deadline: November 15th**

Applications are presented to the Board of Directors at the December Board Meeting where the applications will be reviewed and voted on.

Applicants will be notified via email by December 31st of the status of the application. If funded, the check will be mailed by January 15th.

**Third Round:**

**Application Deadline: February 15th**

Applications are presented to the Board of Directors at the March Board Meeting where the applications will be reviewed and voted on.

Applicants will be notified via email by April 30th of the status of the application. If funded, the check will be mailed by April 15th.

**Fourth Round:**

**Application Deadline: April 15th**

Applications are presented to the Board of Directors at the May Board Meeting where the applications will be reviewed and voted on.

Applicants will be notified via email by May 30th of the status of the application. If funded, the check will be mailed by June 15th.

 **The Rotary Club of Santa Clara will consider funding requests that meets the following criteria:**

* A member of the Rotary Club Santa Clara is the principal contact for the funding request throughout the process.
* The request for the funding comes from a club member in good standing. If brought to the club via a non-Rotarian, one club member who is active and in good standing will be the point of contact for the project.
* The funding being offered for consideration is one that is close in some way to the person making the request. In other words, the individual who is making this funding request has an association, affiliation or involvement with the organization that will be the beneficiary of the funding request through work, or community involvement outside of Rotary.
* The funding request has a defined goal that is consistent with our club goals and objectives.
* The funding benefits a group of individuals.
* The total number of awards and size of awards depends upon the funds available in any one year.
* Must be a non-profit organization with a presence in the City of Santa Clara.
* The funding must be used for the benefit of the population being served at 100%.
* Preference will be given to programs that focus on the needs of children and the elderly.

**Expectations of funded projects/program:**

1. The Rotary Club of Santa Clara is included in some manner in the public relations efforts managed by the funding recipient.
2. Follow up to the club is the responsibility of the funding request contact person.
3. Within 9 months of funding, recipient will present project or program results at a regular Rotary Club of Santa Clara lunch meeting.

**Examples of projects we do not usually fund include the following:**

* + Individuals or an individual’s project
	+ Political organizations or political campaigns
	+ Legislative lobbying
	+ Religious organizations for sectarian purposes
	+ Capital campaigns
	+ Travel Expenses
	+ Tuition of Individual Scholarships for individuals not under the aegis of a current Rotary Club project
	+ Government agencies and non-profit groups whose primary purpose is to fund government supported entities
	+ Private foundations or endowments
	+ Salaries or wages of employees
	+ Purchases already made or services already rendered

 **Funding Request Application should consist of the following:**

1. The attached application
2. A letter should be sent to the current president of the Rotary Club of Santa Clara introducing the project and should be included with the application
3. Attach verification of the organization’s non-profit status, list of current board of directors, most recent financial statement, and budget for project/program
4. If asked to present to the Board of Directors, please provide all materials you plan to use for your presentation at least a week in advance of our board meeting so we may assemble those materials for our board members to review.

Thank you for your interest in partnering with the Rotary Club of Santa Clara, and for your service to our community.