



Rotary Club of **Capitola-Aptos**

September, 2021

Dear Grant Applicant,

This letter is to acknowledge your interest for funding support from Capitola-Aptos Rotary. As you may expect, a service club such as ours receives many requests throughout the year and, unfortunately, we are unable to honor them all. Therefore, in order to handle every appeal in a responsive and fair manner, our club has developed a policy and procedure for considering all requests.

Enclosed is our grant application form along with a copy of the disbursement policy of our club. I hope that you will find the form easy to complete and that the policy statement of our club will be helpful in formulating your request.

Please note that the Grant Disbursements for the fiscal year of 2021-22 will follow our normal fall cycle. **The deadline to accept grant applications is September 30, 2021.** Grants will be announced on October 28th at our regular club meeting and the winners will be invited to the club luncheon on November 11th to receive their awards.

Grant applications are awarded by Capitola Aptos Rotary Club based on these criteria:
1) Funds will benefit mid county area; 2) Requesting Organization shows knowledge of mid-county area; 3) Need is demonstrated; 4) Project outcomes are well-defined; 5) Rotary goal areas are addressed as listed in Disbursement Policy; 6) Target population is well-defined; 7) Target population is one of need; 8) Numbers served relates to amount requested; 9) Funds are adequate for program success.

Thank you for your time and effort in submitting your request to Capitola-Aptos Rotary Club. We look forward to receiving your application.

Sincerely,

Sandra Wallace, Capitola-Aptos Rotary Grants Committee
831.325.4126

Please email application to caprotary@gmail.com



Capitola-Aptos Rotary Club Grant Application 2021/22

Agency/Organization/Group Name: (Must be a 501(c)(3) non-profit organization)		
Address:		
Contact Person:		
Phone:	Fax:	E-mail:
Description of Funding Request: Describe how the money will be used.		
Program Objectives:		
Target Population:		
Geographic Area Served:	Amount Requested:	
Measurement of Success:		
Will Matching funds be provided? (Specify amount and source of matching funds)		
Do you have a connection with a member of our Club? If so, who?		
Additional Comments:		
Due Date: September 30, 2021 Email application to: caprotary@gmail.com Our Awards Ceremony will be Nov. 11, 2021		

Additional materials and information may be attached to this form



Capitola-Aptos Rotary Club Grant Rating Matrix 2021/2022

Application Received & Attached

Agency/Organization/Group Name:		
Project Name:		
Amount Requested:	Geographic Area Served:	Target Population:
		Score 1 – 5 (5 is best)
		Comments:
1. Funds will benefit mid-county area directly		
2. Organization shows a knowledge and history of work in the mid-county area		
3. Need for Program/Project is demonstrated		
4. Projected Outcomes are well defined & clearly stated		
5. Addresses Rotary cause areas as listed in the Grant Application Letter		
6. Addresses Club's goals & areas of emphasis		
7. Target population is well defined		
8. Target population is one of need		
9. Number of people served relates to the amount requested		
10. Funds are adequate for program success		
11. A Rotary Club Member volunteers with this Organization.		
Total Score		

Additional Questions and Comments