



Capitola-Aptos Rotary

Disbursement Policy

BASIC GRANTS: Since financial grants distributed by the club are determined by the success of fundraising activities, it is the policy of the club to make grant awards in at the close of the fiscal year (July 1 – June 30), based on the available funds at that time. It is the policy of the club to provide support to agencies and organizations who provide ongoing service to the community. The club also supports agencies which offer emergency service, but is, itself, not in a position to act in an emergency capacity. The club will make an effort to refer requests for emergency funds to the appropriate agencies. Unless otherwise approved by the Board of Directors, the club will not review emergency requests for funds.

INDIVIDUAL GRANT AWARDS: It is the policy of the club to address individual needs by supporting agencies and organizations which are best equipped to evaluate individual cases and to oversee the funds given to those persons. Therefore, it is the policy of the club not to make financial awards to individuals except under Rotary-sponsored programs (i.e. foreign exchange students, GSE teams, Rotacare, local club scholarship program). This policy does not preclude financial support going to individuals through funds given by the club. However, any request for individuals must be made through a sponsoring community agency or organization, and awards will be made to the sponsoring organization and not to the individual. Any exception to this policy must be approved by the Board of Directors.

SCOPE OF AWARDS: Capitola-Aptos Rotary serves the citizens of Santa Cruz County with specific focus on the mid-county area defined by the Capitola, Aptos, and Soquel communities. Therefore, it is the policy of the club to limit financial awards to applications which serve Santa Cruz County citizens, especially those in the mid-county area.

MATCHING FUNDS: Consistent with the funding policies of Rotary International, it is the policy of the club to give preference to financial requests that include matching funds from the requesting agency or organization. Preference is given to appeals based on a 50/50 match. Further, the request should demonstrate how the matching funds will be generated with an emphasis on a matching fundraising effort by the organization, in contrast to using funds on hand or regular budgeted funds.

GRANT APPLICATION PROCESS: All requests for funds must be submitted using the club's "Grant Application Form". Once this form has been completed, the request will be reviewed by the Disbursement Committee using the club's "Grant Rating Matrix". All applicants will be advised that the club normally awards grants in June. The Disbursement Committee will review urgency requests on a limited basis. All awards must be approved by the Board of Directors.