



Rotary Club of **Capitola-Aptos**

January, 2021

Dear Grant Applicant,

This letter is to acknowledge your request for funding support from Capitola-Aptos Rotary. As you might expect, a service club such as ours receives many such requests throughout the year. 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 every request.

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 2020-21 will not follow our typical cycle. **The deadline to accept grant applications will be March 15, 2021.** Grants will be announced and distributed on April 29, 2021, at the regular meeting of Capitola Aptos Rotary. For the current grant cycle, the focus for funding will be on COVID relief and food insecurity, specifically for agencies who distribute free food.

Grant applications are awarded by Capitola Aptos Rotary Club based on these criteria:
1) Funds will benefit mid county area; 2) 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) COVID relief and food insecurity are addressed; 7) Target population is well-defined; 8) Target population is one of need; 9) Numbers served relates to amount requested; 10) Funds are adequate for program success.

Thank you for your time and efforts in contacting Capitola-Aptos Rotary. 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