



The Topeka Rotary Foundation (TRF) was established by Rotary Club of Topeka for the purpose of encouraging and promoting charitable, benevolent and educational activities and projects focusing principally in the city of Topeka and Shawnee County.

TRF historically supported an array of organizations with smaller grants. The TRF changed its focus in 2017 to support only one grantee with approximately \$20,000- \$24,000 in the first year, with the intention to **establish a multi-year collaboration**. In addition to providing financial support, the Rotary Club of Topeka would offer its members volunteer opportunities with the grantee as part of the Club's engagement.

### **2022 Application Guidelines**

- Applicants must be a 501C3 not-for-profit organization with proof of tax status.
- Topeka Rotary Foundation will **only fund projects within Shawnee County**.
- Applicants must adhere to the formal application process. Applications are to follow the specific outline provided and not exceed 5 pages (12 point type).
- The Topeka Rotary Foundation is primarily interested in projects that address needs in Shawnee County, Kansas in one or more of the Rotary areas of focus: Promoting Peace; Promoting Health and Fighting Disease; Providing clean water, sanitation and hygiene; Saving families; Supporting education; Growing local economies. For more information, see: <https://www.rotary.org/en/our-causes>.
- Interested organizations **MUST** attend a pre-application conference **March 22, 2022 at 4:00 PM at the Topeka Shawnee County Public Library, Marvin 101BC** to learn more about the grant process and the goals of the Topeka Rotary Foundation.
- Applications will be accepted from April 1 to April 22, 2022 for projects beginning July 1, 2022 to June 30, 2023. Complete application packet is available at <https://topekarotary.org/>
- Proposals offering to assist TRF fund-raising efforts, providing diverse volunteer opportunities for Topeka Rotarians, and demonstrating significant collaboration with other entities to achieve its stated goals will be favored for selection.
- Applications must be submitted electronically to: [topekarotary@gmail.com](mailto:topekarotary@gmail.com) with a copy to [joan101740@cox.net](mailto:joan101740@cox.net)

One signed paper copy must be submitted to: Rotary Club of Topeka, 225 W 12<sup>th</sup> Street, Topeka KS 66612, and received no later than **April 25, 2022 at 5:00 PM**.

## **TOPEKA ROTARY FOUNDATION GRANT APPLICATION OUTLINE**

1. Date of submission
2. Organization name
3. Physical address of organization
4. Organizational contact information including mailing address, phone, fax and e-mail
5. Key contact (submitter) name, address, phone number and e-mail
6. Attach documentation of charitable not-for-profit status (IRS letter)
7. List board members and terms of office
8. Mission of the organization and short description of current programs; list website address
9. Description of proposed project including goals, documentation of need and expected outcomes
10. Identify measurable outcomes and how and when they will be measured
11. Identify action steps and timeline
12. Describe the long-term benefit to the community.
13. Number of people receiving services, benefits of outcomes
14. Itemized budget with narrative including total cost of project.
15. List additional sources of funds (including in-kind contributions)
16. Describe how the project will be sustained beyond the grant period
17. Describe any volunteer opportunities for Rotarians to support this effort
18. Describe how your organization can assist the Topeka Rotary Foundation in its fund-raising efforts
19. Signature and date by CEO/President/Executive Director of organization verifying the foregoing information is true, complete, and correct to the best of the applicant's belief and knowledge; the applicant will immediately make the Foundation aware in writing of any changes in such information
20. Attach a copy of governing board minutes showing board approval of submission of application.

**Topeka Rotary Foundation**  
**2022 Signature Grant Timeline**

2/22/2022 -RFP finalized and approved by foundation trustees.

Selection Subcommittee: Lon Lewis, Carol Wheeler, Trey George. Additional proposal reviewers from club to be added.

3/3/2022 - RFP issued, distributed and advertised.

First Announcement at club on March 3 followed by media release.

RFP announced at each club meeting in March and included in each club email announcement and placed on tables at each meeting. Mailed to distribution list.

3/22/2022 -Pre-application conference at Topeka-Shawnee Public Library 4:00 PM. Mandatory for applicants.

4/1 to 4/22/2022 - Grant proposals accepted.

4/26/19-5/24/2019 - Grant selection committee reviews applications; interviews top 3-5

May 24, 2022 – Grant subcommittee presents recommendation to Trustees who interview top candidate(s).

5/28/2022 - Grantee selected; announced at club first and followed with media announcements.

7/1/2022 - Funding period starts.

July, August – Trustees review reporting tools in use and prepare for grant monitoring.