

**Topeka Rotary Foundation Signature Grant Application
Questions and Answers from the Pre-application Meeting
25 March 2019 at YWCA of NE Kansas**

Joanie Underwood, President-elect of the Topeka Rotary Club presented information on Rotary's 6 areas of focus (<https://www.rotary.org/en/our-causes>). The grant proposal should relate in some way to one or more of these areas.

Joan Wagnon, President of the Topeka Rotary Foundation presented the eligibility requirements, application guidelines and deadlines which can be downloaded from this website. She stressed the following:

- Applicants must be a 501C3 not-for-profit organization with proof of tax status.
- Topeka Rotary Foundation will **only fund projects within Shawnee County**.
- Answer EACH of the twenty questions which comprise the application.
- Submit applications electronically to topekarotary@gmail.com by April 22, 2019. Mail one signed paper copy to Rotary Club of Topeka, 420 SE 6th, Suite 121, Topeka, 66607; must be received no later than April 26, 2019.

Below are the answers to questions presented at the meeting. All further questions must be asked by e-mail to topekarotary@gmail.com responses will be posted at www.topekarotary.org

Q1: Do you have to identify the Rotary area under which the application fits?

A1: No, but it should be evident in your application. Your project may fit under more than one area.

Q2: What if they do not have a board meeting prior to the application submission date?

A2: Send it out to your board members so they know about and approve of it by email or conference call.

Q3: Question 18 on the application is about helping with fund-raising for the foundation; Please Describe.

A3: Fund raising activities previously included the Freedom Festival. In the future we expect to have other fund-raising projects. Partner with us to raise funds which benefit your organization.

Q4: Question 17 on the application asks for volunteer opportunities for Rotarians? Where do they sign up to volunteer to help Rotary?

A4: If your project is selected, Rotary will discuss with you what may be helpful at the time of selection. Otherwise, Rotary has a community service membership and many community service projects where volunteers are welcome. See <https://topekarotary.org/sitepage/about-our-club> for more information.

Q5: Clarify the number of pages or what is included in the 5-page limit.

A5: Attachments for Question 6, 7, 20 are not included in the 5-page limit.

Q6: What criteria are reviewers looking for, i.e. how are applications scored?

A6: Previously a "scoring rubric" was developed. Reviewers scored each criteria on a scale of 1-5. The scoring rubric is currently being updated and will be posted on this website by April 5th.

Q7: Will there be a preference between project operations and organizational use?

A7: Not sure what you mean. We don't want to see large equipment costs, capital costs, etc. Three things are important:

- (1) The project must provide a **definite benefit to Shawnee County** that you can document. Rotary hasn't done a needs assessment, but you should have, and determined that the community's need for this service is great.

(2) The project **meets a need for service that would not happen without this funding**. We would not fund current operations or replace current funding. However, expansions of service with additional service modalities are acceptable. For example, the agency currently offers immunizations and wishes to add a public education component to its service.

(3) **Creative approaches to new or old problems** will score well.

Q8: Are the scoring factors by the reviewers the only thing used?

A8: No, scoring isn't the only thing used. Scoring will be used to narrow the number of applications to a few for further investigations and personal interviews.

Q9: Will a Human Trafficking proposal fit in one of the Rotary areas of focus?

A9: Yes. Most things will fit in one or more of the areas. We have no predetermined area or preference. The Topeka Rotary Club is in the process of updating its strategic plan which was not be finished in time to release this application. Some of our locally funded projects have included providing coats and shoes to poor children, restorative justice in the schools, education about the water cycle, mentoring students at Highland Park, polio eradication and human trafficking.