

Chesterland Rotary Foundation

P.O. Box 722 Chesterland, OH 44026

Est. 2007

**2024-2025 Community Impact Grant Guidelines**

***Updated November 2024***

**Background:**

*Rotary International* is a global service organization committed to identifying and resolving the most persistent issues that our communities face. Areas of focus are: Disease Prevention/Eradication, Maternal/Child Health and Safety, Supporting Literacy, Providing Clean Water, Promoting Peace, and Protecting the Environment.

*The Geauga West Rotary Club* received its charter from Rotary International in 1991. It serves communities primarily in Geauga County, with focus on Chester, Russell, Newbury, and Munson Townships.

*The Chesterland Rotary Foundation* (CRF) was established as a 501(c)3 by the Club in 2007 to create a sustainable funding source for local and global projects and programs.

**The Community Impact Grant Program:**

The Chesterland Rotary Foundation invites eligible organizations to submit proposals for projects or programs that address unmet needs in the community. We seek to partner with community organizations by providing grants that match the organization’s funding, up to $10,000. Grant decisions are made by the CRF Board.

Examples of funding requests that our Community Impact Grant Program accepts include, but are not limited to, the following areas:

Education and Workforce Development, Food Security, Mental Health, Homelessness. In general, grants are to be concluded within two years of award. Collaboration with Rotary is an important aspect.

**Eligibility Criteria:**

The applicant must be a registered 501(c)3 organization. Applications will be considered from organizations that operate and provide services within Geauga County, Ohio. Chester, Newbury, Russell, and Munson Townships are areas of specific emphasis. The minimum grant amount is $2500. Joint applications are eligible provided one organization is designated as the primary applicant.

CRF Community Impact Grants do not fund endowment-building campaigns, fundraising appeals/expenses, lobbying/other political activities, sports teams, conventions, or private foundations.

**Applicant’s Proposal:**

The applicant’s proposal (not to exceed 8 pages) must include:

* Brief Description of your organization’s mission, accomplishments, and challenges.
* The unmet need your project/program intends to address, and how you identified it as an unmet need.
* Project/Program Abstract (100-150 words) that summarizes the goals and your approach to achieve them.
* Project Program Narrative: Details of initial assumptions, measurable goals, milestones, deliverables, schedule, and measurement criteria to assess results versus goals. Identify project manager.
* Project/Program Budget: Detailed breakdown of project/program expected costs and funding.
* Demonstrate organizational ability to manage the project/program effectively.
* Sustainability Plan: How will the results be sustained beyond the duration of the grant period?

Proposals are due no later than January 16, 2025. Submit electronically to jrhuntsberger@gmail.com. Include the Project Manager’s contact details and your organization’s most recent Form 990 with your proposal.

Successful grant applications will be announced by February 20, 2025.

Matching grant funds will be released on a schedule to be agreed with CRF, based on an approved project schedule.

**Project Reporting:** If your project has been approved, your Project Manager will electronically submit project status updates at least every two months. Reports are to include updates on the following during the reporting period:

* Progress towards goals
* Funds received from all sources
* Expenses incurred
* Changes from assumptions
* Publicity

**Final Report:**

Once the project goals have been met a final report shall be issued. The report shall include documentation of deliverables (e.g. photos, videos, shipping documents, inventory reports), documentation of expenses (receipts, invoices, cancelled checks), and final project budget statement.

Any unused grant funds shall be returned to CRF within 30 days of the final report.

**Questions on the Grant Process:**

Contact jrhuntsberger@gmail.com regarding questions on the grant process.

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