



GUIDELINES FOR GRANT APPLICATIONS

The Rotary Club of Delaware Foundation (RCDF) is a charitable grant making fund organized by the Rotary Club of Delaware in Delaware, Ohio, that is used exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, the Code.

Purpose

The RCDF makes contributions primarily to support local community needs, although the foundation's granting authority is flexible enough to support other projects deemed by the Foundation's board to qualify for charitable, educational and other philanthropic purposes.

Grants disbursed by the RCDF primarily are targeted as outlined below. Grants are for specific short term projects, on time events or one time needs. Grants may not be awarded to organizations for multiple or successive years. Grants will not be awarded for general operating needs of an organization.

Grant eligibility

To receive a grant from RCDF, organizations must meet the following requirements:

1. Nonprofit organizations. The grantee organization must be:
 - a. A non profit organization in compliance with Section 501(c)(3) of the Code, or
 - b. If the grantee is not a non profit organization as described above, the RCDF board shall exercise due diligence in determining eligibility for any grant.
2. Proximity. Grant applicants should focus on projects that generally are within Delaware County.
3. Type of projects. When applying for RCDF funding, it is important for organizations to understand that the RCDF does not normally fund multi year projects, operating expenses, or annual budget items. It focuses on specific, one year that support priorities of the Rotary Club of Delaware.
4. Areas of Focus
 - a. Health
 - b. Education
 - c. Welfare
5. Religious and Political organizations. It is not the RCDF's intent to award grants to religious or political organizations. However, grant request for organizations that are sponsored or affiliated with religious organizations will be considered if they meet the purpose of the RCDF, as described above.
6. Club Member Sponsor. Applications should be sponsored by a member of the Rotary Club of Delaware.

Generally, the RCDF accepts requests for grants from \$100 to \$1,000, with the majority of grants being between \$100 and \$500.

Grant selection and disbursement process

The RCDF uses the following process to award grants to qualified nonprofit organizations:

1. The Delaware Foundation Board Chair. The Chair will accept, consider and make recommendations to the RCDF Governing Board on grant applications received on a periodic basis, as outlined below.
2. Grant pool. At the beginning of each fiscal year, the Chair will receive information from the RCDF's Governing Board about the amount of money expected to be released for grants for that fiscal year.
3. Grant approval cycle. The Chair will accept, review, and make recommendations for grants as they are received from July 1st to June 30th of the fiscal year.
4. Applications will be reviewed at the next scheduled meeting of the RCDF Governing Board.
5. Once the decision is made to fund or deny the grant request, the applicant will be notified and grant monies will be disbursed within a month of the date of the meeting.

How to apply for a grant

Interested organizations must submit a cover letter and a completed Grant Application form. This letter should be no longer than two pages and should include the following:

- The purpose for which funds are being requested;
- A summary of the plan of action or proposed activities;
- Intended result;
- The amount requested with a simple budget attached.

Grant request may be submitted either electronically or via U.S. Mail to:

RCDF Governing Board Chair
Mr. Dusty Hostutler, President
595 Sunbury Road
Delaware, Ohio 43015
Dustin.Hostutler@edwardjones.com

For more information

Contact the President of the Rotary Club of Delaware, who changes each July 1, or the Club's Secretary.



GENERAL INFORMATION

In addition to local, national and international projects coordinated by the Delaware Rotary Club, the Delaware Rotary Foundation supports various community programs, activities and needs. These grants are made possible as a result of donations and volunteer fund raising efforts of Delaware Rotary Club members.

Grants generally range from \$100 to \$500. Grant requests are usually considered within one to two months after they are received. **To apply, organizations must be a 501(c)3 nonprofit organization or school system.**

Funds granted should benefit residents of Delaware or be available to Delaware residents. **Grants are not made** to individuals or to further a specific religious purpose, or political or legal effort. *Please provide the following information for your request to be considered*

ORGANIZATION NAME		EIN #*	
*Your organization's EIN must be included. It is the Employer Identification Number assigned to your nonprofit by the IRS. If you do not have access to this number, it can be obtained from www.IRS.gov or www.guidestar.com			
STREET ADDRESS		CITY	ZIP CODE
E-MAIL		WEBSITE	
Contact Person (person completing the grant application)			
NAME		TITLE	
PHONE	FAX	E-MAIL	
NAME OF PRESIDENT / CEO / EXECUTIVE DIRECTOR			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you received grants from the Delaware Foundation in the past?			
If "yes", please list the dates and amount of grants received.			
<input type="checkbox"/> I guarantee that this is a nonprofit organization in good standing.			
SIGNATURE OF PERSON COMPLETING THE APPLICATION			DATE

Project or Program Information		
AMOUNT REQUESTED	DURATION OF PROJECT	
	FROM	TO
<p>Please describe the project or program for which you are requesting funding. Include brief, but specific information about who, what, when, where, why and how of the project.</p>		
<p>Please describe how the Delaware Rotary Foundation and /or Delaware Rotary Club will be recognized for this grant, e.g. in program, on website, in news articles, on posters, etc.</p>		
<p>PLEASE ATTACH THE FOLLOWING DOCUMENTS:</p> <ol style="list-style-type: none"> History of the organization (not more than one page). Copy of your IRS Tax Determination Letter, 501(c)3 designation. Project budget, including income sources and expenditures. 	<p>RETURN COMPLETED FORMS AND DOCUMENT TO:</p> <p><i>Via Mail:</i></p> <p>Mr. Dusty Hostutler, President 595 Sunbury Rd. Delaware, OH 43015</p> <p><i>Or via E-mail:</i></p> <p>Dustin.Hostutler@edwardjones.com</p>	