



ROTARY CLUB OF FORT COLLINS
GRANT APPLICATION INSTRUCTIONS



Thank you for your interest in the Rotary Club of Fort Collins (RCFC) Community Grants Program. Every year, the Rotary Club of Ft. Collins distributes several grants to very deserving non-profit service organizations in our community. Please review these application instructions carefully and contact us if you have any questions.

Grant Schedule

The RCFC awards Community Grants each calendar quarter in one of four (4) categories: Arts & Sciences, Youth Programs, Education Programs, and Health & Welfare. Non-profit service organizations may apply in more than one category but are encouraged to apply in the category that matches their primary mission statement or the primary purpose of their service and/or project. Please note that our Community Grants Science category is for non-education programs. If you are applying for a Grant that is Science, Technology, Engineering, or Math education oriented, please apply for a STEM Education Grant and refer to <http://www.rotarycluboffortcollins.org/Page/stem-grants> for information. Refer to the RCFC website, <http://www.rotarycluboffortcollins.org/Page/community-grants> for the press release announcing the Community Grants category and application due dates each quarter. Following is the general schedule for the year:

| Category | Press Release | Application Due Date | Grant Award |
|--------------------|---------------|----------------------|-------------|
| Arts & Sciences | January | February | March |
| Youth Programs | April | May | June |
| Education Programs | July | August | September |
| Health & Welfare | October | November | December |

NOTE: Please refer to the RCFC website for the press release announcing the final action dates each quarter

Eligibility Criteria

- a. Organization must be a non-profit agency and hold an IRS 501(c)(3) designation
- b. Organization must be resident in and provide services in the Fort Collins area which also includes Laporte, Wellington, Bellvue, and Timnath areas
- c. Project and services must address a local need, be available to the community as a whole, and/or target a specific segment of the community in need
- d. Project or service should be unique and innovative; grant may be used for capital items, and special projects or services

NOTE: Grant money WILL NOT be awarded to retire debt, for general operating expenses, to assist specific individuals, or to duplicate established projects in the community

- e. Organizations may apply in multiple Grant categories but may only receive one grant during the RCFC Fiscal Year (Jul–Jun). Organizations are encouraged to apply in the category that matches their primary mission statement or the primary purpose of their community service/project.
- f. Organization ARE NOT eligible to be considered for a Grant if they received a RCFC Grant the prior year
- g. Organizations ARE NOT eligible to be considered for a Grant if they are designated to receive money from other RCFC fundraising activities during the RCFC Fiscal Year (Jul-to-Jun) such as the Peach Festival, New West Fest, etc.

Grant Proposal Requirements

Your proposal must be **no more than 5 pages** with 1" margins, 12 pt font and in a pdf format; page limit includes the separate Grant Application but does not include the 501(c)(3) letter.

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| Page 1 | Completed Grant Application (see separate file) |
| Pages 2-5 | Proposal Narrative |
| Page 6-7 | Copy of IRS Letter of 501(c)(3) Determination |

Grant Proposal Narrative

- Limit grant requests to a maximum of \$5,000
 - Community Grant awards typically range from \$1000 - \$3000
- Proposal Narrative should include:
 - Needs statement
 - Objectives of the project to be funded
 - Organization's qualifications to carry out the project
 - Whether the project is new or ongoing
 - Community/constituency to be served
 - Community and volunteer involvement
 - How the project will be evaluated as successful
 - Plans for continued funding of the project, if applicable
- Project Budget
- Organizational budget (limit to 1 page max)
- List of other funding sources, in hand and/or applied for
- Pictures, charts, and tables may be embedded in the proposal itself but the proposal must not exceed 5 pages. **ONLY 5 pages will be review by the selection committee.**
- Please do not provide marketing brochures/flyers

Grant Proposal Submission

Please submit your Grant Proposal by email in pdf format to: grants@rotarycluboffortcollins.org by the date posted on the quarterly press release

Grant Proposal Evaluation

The RCFC Community Grants Committee to evaluate each proposal on, but not limited to:

- Response to community issues
- Financial and community need
- Available to the community as a whole or large segment in need
- Feasibility of accomplishment based on resources available
- Ability to improve community members' lives
- Measurable results

NOTE: Any information provided in the Grant application and proposal narrative may be used in Rotary press releases, reports, research or other published matters unless confidentiality is specifically requested.

For more information, review our website at:

<http://www.rotarycluboffortcollins.org/Page/community-grants>

For questions, contact us at: grants@rotarycluboffortcollins.org