



GRANT REQUIREMENTS FOR APPLICANTS

ELIGIBILITY:

Requests for funding shall be considered from organizations exempt from tax pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any successor statute (the "Code"). Requests from individuals shall not be considered.

WHAT WE FUND:

Small Grants of < \$7,500

Major Grants of \$7,500 - \$50,000

Grant Focus Areas:

- Grants from the Children's Fund are awarded to support any benevolent, charitable, educational or research undertaking with particular emphasis directed at the medical, educational, and other needs of children.
- Grants from the Endowment will be used for charitable, religious, scientific, literary, or educational purposes.
- Programs that a Club committee supports.
- Grants for which financial leverage on the endowment's contribution can be documented and or seen.
- Grant requests from organizations that members of the Club work with or for.
- Grant requests from organizations where members of the Club sit on that board.

Geographic Focus:

- Grants funds must be used to serve residents of Tarrant County

Eligible Projects:

- Projects that can be completed within one-year of award AND
- Programs that fulfill the organization's mission

- Purchase of equipment and supplies
- Capital expenses, such as purchase of equipment, computers, vehicles, and software, renovation of an interior or exterior space, upgrade of a facility to meet ADA requirements
- Public education campaigns
- Research
- Operating support

Ineligible Project Expenses:

- Projects outside FWRC's funding area and priorities
- Projects with exclusively religious purposes
- Lobbying activities and political campaigns
- Projects with no clear public benefit
- Large scale projects such as major capital campaigns and building projects

WHAT FORMS YOU NEED TO SUBMIT A GRANT APPLICATION

1. A copy of the organization's latest audit, financial review from an independent accountant, or latest financial statements
2. A copy of the first page of the organization's current IRS Form 990.
3. Detailed budget for the project, including allocation of Rotary funds and any other funding for the project (Use Rotary Club Budget Template on Club website)
4. Name of Club committee members, organization's board members, or employees who are active members of the Rotary Club of Fort Worth

TIMELINE

- Applications are available on a rolling basis with deadlines for two grants cycles on October 15 and April 15. Mid-cycle grants are considered.
- Applications will be reviewed and notification will be given to successful applicants generally within 6 months.
- **Grants under \$7,500** are required to submit a written report to the Rotary Club of Fort Worth by email within 12 months of funding. The report shall include:
 - an accounting of how the money was spent
 - a description is how the organization achieved its goal.

- **Grants over \$7,500** require a higher level of reporting. Reports are due within 12 months of award and shall include:
 - A report showing how funds were spent compared to the approved budget.
 - Receipts and Invoices: Supporting documentation for major expenses.
 - Activities/services completed
 - Number of people served
 - Milestones achieved
 - Lessons learned
 - Impact of the project
 - Results from internal or external evaluations, if available.

Funding in one grant cycle does not guarantee funding in subsequent funding cycles.

Projects from organizations with Rotary member involvement are not guaranteed funding.