**SUBURBAN ROTARY CHARITABLE FOUNDATION GRANT GUIDELINES (Approved 8.7.18)**

The process for grant approval is as follows:

1. Club Committee Chairs should email their committees in order to:

A.) explain the Club Grant Process

B.) Send out the application form

C.) Solicit potential projects

D.) Call a committee meeting to discuss and vote on potential project (s) to advance.

(If a committee submits more than one proposal, they should be prioritized for the Board)

1. Approval proposals should be submitted on the grant form to the Executive Director by the deadline.
2. Club Board will consider and approve/deny proposals and advance finalists.
3. Foundation Trustees will consider finalists and approve/deny funding

Grant minimum is $500. Grant maximum is $3000. Grant applications that do not meet the deadline will not be considered. Grant applications that are not approved in a committee meeting will not be considered. Individuals may not submit grant applications- they must all be done through a committee. However, a committee can submit a proposal for any kind of project regardless of committee scope.

Priority will be given to projects that involve active Rotarian participation. Club grants should not be used to make donations to other non-profit organizations for the purpose of regular operational expenses. Special projects with other non-profit organizations are encouraged.

Priority will be given to projects that fit within the Suburban Rotary Charitable Foundation’s mission statement and Rotary International’s Areas of Focus. Applicants will be asked to provide information on this.

**The Suburban Rotary Charitable Foundation’s mission statement is as follows:**

*Statement of Mission- February 24, 2011*

*The mission of the Suburban Rotary Club Charitable Foundation is to provide funding assistance primarily for post high school education of special needs students and secondarily for community and international Rotary projects approved by the Foundation's Board of Trustees.*

**Rotary International’s Areas of Focus are as follows:**

* *Peace and conflict prevention/resolution.*
* *Disease prevention and treatment.*
* *Water and sanitation.*
* *Maternal and child health.*
* *Basic education and literacy.*
* *Economic and community development.*

Payment for projects may be made to another organization, a vendor for supplies, or reimbursement to a Rotarian for purchases with receipts. Payment may not be made to an individual for a project.

**SUBURBAN ROTARY CHARITABLE FOUNDATION GRANT APPLICATION FOR CLUB PROJECTS**

RETURN TO THE EXECUTIVE DIRECTOR- WILL BE REVIEWED QUARTERLY BY CLUB BOARD/TRUSTEES

COMMITTEE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (All proposals must be approved by the committee as a whole- a meeting should be held for a vote. Only committee-based projects will be considered)

SIGNATURE OF CHAIR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF PROJECT LEAD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.) Project description-briefly describe the project. What will be done? When/where the project take place? Who benefits?

2.) Club member involvement. Show member involvement besides providing grant funds. How many Rotarians will participate and what will they do?

3.) How does this project fit with in the Suburban Rotary Charitable Foundation’s mission and Rotary International’s Areas of Focus?

3.) PR and Community impact. Will we seek PR for this project? What’s the long-term community impact?

4.) Cooperating Organizations (if applicable). Will any other group/organization be working on this project with Suburban Rotary?

5.) Budget- Anticipated Project expenses. Will you seek additional funds outside the club for this project?

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| --- | --- | --- |
| Item | Vendor | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total Expenses |  |

Receipts are required for reimbursement. Payment can be made directly to the vendor from our Foundation or a club member may make purchases of items and seek reimbursement. All funds must be spent and reimbursement requested by June 1st of the current Rotary year.