



Charitable Contributions Application Guidelines

Rotary Club of New Braunfels

Before completing the online application please read the guidelines carefully. Incomplete applications or applications not in compliance with our guidelines will not be accepted. No project or entity may receive funding for more than 5 years unless approved by a vote of the entire Club.

The Rotary Club of New Braunfels' Vision on Giving - To Make a Difference

The Vision of the Rotary Club of New Braunfels is that every dollar given shall make a difference in the life of one person or the lives of many.

The giving we do shall be impactful and meaningful to the club as well as the recipient. The contribution will support the Rotary Core Value, "Service Above Self."

The giving we do shall reflect the commitment of the membership to raise funds for these projects and that this giving shall further inspire our club to give of their personal time, money and/or other efforts.

General Guidelines

We will give preference to projects which:

1. Are 501(c) 3 entities with low overhead administrations providing funds for local or area residents or projects supporting or affecting local residents.
2. Have administrative costs, including fundraising, that are below 50%
3. Have a solid volunteer base
4. Show potential for significant long term effects
5. Demonstrate wide community support
6. Can demonstrate an economic impact on the community it serves
7. Can demonstrate improvement in a large number of people's quality of life regarding health, poverty, literacy, education, safety, vocational development.
8. Provides a hand up not a hand out
9. The initial seed money develops projects with other sources of support
10. Are short term projects not requiring more than 5 years of support (contingent upon meeting reporting requirements and subsequent multiple applications and approval) from the Rotary Club of New Braunfels



11. Promotes Rotary, its values, and provides recognition for Rotary in a demonstrative way
12. Provides the opportunity for the Rotary Club of New Braunfels members to give of their time, talents or other resources which will help ensure the success of this project
13. Is endorsed by a club member
14. Enriches the lives of those being served and gratifies those doing the service

Incomplete applications will not be considered

Note:

The Rotary Club of New Braunfels may consider projects that do not fit the aforementioned categories or general criteria, but by doing so we do not in any way change our criteria or set precedent that we will support such projects in the future.

Reporting

A report is required to be submitted following completion of the project. At a minimum this report should contain:

1. An outline of how the funds were used
2. The impact of the funding on the organization and the community it serves
3. **Photographs of the project are absolutely required** (e.g. before, during, after, people at work, volunteers, people helped, signs, etc). At least one photograph should contain signage denoting the projects and sponsor.
4. **A report is due September 1 of each year** (this may be an interim report) and also at the conclusion of the project if not completed by September 1, but in no case shall the final report be submitted later than 12 months after approval..

Projects funded for more than one year, in addition to a progress report, must submit a new request for funding the succeeding year. Agreeing to the initial or “seed-funding” of a project in a given year in no way commits The Rotary Club of New Braunfels to funding in following years.

An organization may receive only one grant during a 12 month period. Projects may serve any age group.



Grants will not be awarded:

1. to individuals
2. to government projects or entities
3. to political organizations
4. to entities that redistribute funds to other organizations
5. to projects that have limited or individual focus or gain
6. as minor contributions to large-scale campaigns or projects
7. to large national organizations
8. for purchase of tickets to charitable events
9. for overall agency administration
10. where participation in religious activities or membership in a specific religious group is a condition for receiving benefits of the agency or program
11. to requests under \$500.00
12. to projects which require Rotarians to work in an event to assist in raising funds.

Submission Deadlines for Applications are as follows:

- 1Q March 31st with funds paid out no later than June 30th
- 2Q June 30th with funds paid out no later than September 30th
- 3Q September 30th with funds paid out no later than December 31st
- 4Q December 31st with funds paid out no later than March 31st

A request may be filed early for a time specific need without penalty. In other words, application for funds can be made in February though the funds aren't need till July.

If you have questions or concerns regarding your grant or contribution request, please submit your inquiries to the Rotary Club of New Braunfels Charitable Contributions Committee via email at NBRCCCC@gmail.com.

Responses make take up to 30 working days.