

**Stroudsburgs Rotary Foundation
Community NonProfit Organization Grants**

Rotary Club Member Sponsorship Guidelines and Responsibilities

Community Nonprofit Grant applications are given to qualifying non-profits when sponsored by a Stroudsburg Rotary Club Member. The following procedures outline the process for receiving such applications.

1. A Stroudsburg Rotary Club Member informs the Stroudsburgs Rotary Foundation (SRF) at Info@stroudsburgsrotaryfoundation.org or a member of the SRF Board of Trustees of their intention to sponsor a local Nonprofit for a grant.
2. The Rotary Club Member then contacts the Nonprofit organization that they wish to sponsor. The sponsoring Club Member should download a copy of the application to be informed as to what is required by the nonprofit or a printed copy will be provided upon request.
3. The Nonprofit Executive or other designated person goes online to the Stroudsburgs Rotary Club website at <https://stroudsburgsrotary.org/page/stroudsburgs-rotary-foundation> to obtain an online application. The Rotary Club Member may also provide a printed copy of the application to the Nonprofit.
4. The Nonprofit then completes the application according to the guidelines on the application by submitting it to Info@stroudsburgsrotaryfoundation.org. If, for some reason, this cannot be done, a printed, complete application can be accepted.
5. It is the sponsoring Rotary Club Member's responsibility to keep in contact with the Nonprofit organization to monitor the progress of the application, making sure that it is completed by the deadline date on the application. A member of the Board of Trustees will review the progress of the application with the Club Member Sponsor prior to the deadline date.
6. If it is determined, after review by the SRF Board, that the nonprofit sponsored by the Club Member is to receive an SRF grant, a report will be required on the use of the grant award. The deadline and the information requirements for the report are on the application. It is the responsibility of the Rotary Club Member to make sure that a report is provided to the Stroudsburgs Rotary Foundation by the deadline date.
7. The Application needs to be signed by the Rotary Club Member Sponsor on the designated section of the application form.
8. The Nonprofit receiving a grant may also be considered for an additional grant award by the District. The deadline for such submission is indicated on the grant application.

- 9.** The Rotary Club Member may contact anyone on the SRF Executive Committee should they have any questions or need clarification.