



## **Policies and Guidelines for Community Grant Program**

### **PURPOSE**

The Rotary Club of Glastonbury, Connecticut is dedicated to supporting programs and initiatives that serve the community and to advancing the ideals of the Club and Rotary International. It supports causes that enhance educational opportunities, improve quality of life, increase access to health care, address social problems, advance charitable giving, provide emergency relief, or advance other Club priorities. The Club's grantmaking exists primarily for the benefit of the residents of Glastonbury, Connecticut but may also support regional, state, national, and international programs.

### **COMMUNITY GRANT DISTRIBUTION POLICIES AND GUIDELINES**

1. The Board of Directors (the "Board") of the Glastonbury Rotary Club (the "Club") makes grants on behalf of the Club as prescribed in the Club Bylaws and these policies and guidelines.
2. All organizations requesting funds must complete the Community Grant Application which is available at [www.glastonburyrotaryclub.org](http://www.glastonburyrotaryclub.org). An incomplete application will not be considered. The Board may waive this requirement in extenuating circumstances and for emergency requests.
3. Grants are made to IRS 501(c)(3) nonprofit organizations and governmental entities. The Board may approve grants to other types of organizations in extenuating circumstances.
4. Grants are not made to individuals. Exceptions may be considered by the Board if the request is submitted by a sponsoring 501(c)(3) organization, municipality, or other organization deemed appropriate by the Board.
5. An organization is eligible to receive one grant per Rotary fiscal year (July 1 to June 30). The Board may make an exception in extenuating circumstances.
6. Grants are not made for endowments, salaries, operating expenses, annual giving campaigns, deficit financing, or reimbursement for items previously purchased. The Board may make an exception in extenuating circumstances.
7. The Board will award grants without consideration of the applicant's race, color, religion, national origin, ancestry, sex, age, disability, or any other status protected by state or federal law.
8. Grants are typically disbursed for specific purposes that do not commit the Club to recurring expenses. However, the Board may disburse large grants over a multi-year period.
9. Grants will not be disbursed for political or religious purposes. However, grants to religious organizations for non-religious purposes may be considered.
10. Applications may not be completed or submitted by members of the Board or its Grants Subcommittee.

11. If for any reason a grantee is unable to use all or a portion of a grant for the stated purpose, the grantee will be required to return the unused funds to the Club unless authorized otherwise by the Board.
12. After a grant has been disbursed, the recipient organization will (a) confirm receipt of funds by letter or email, (b) recognize the Club in communications with organization members or in promotional materials, and (c) provide a report by letter or email confirming expenditure of all grant funds and the impact of said grant. Failure to meet these post-grant requirements may impact the organization's ability to receive future grants.
13. All inquiries regarding the Club's grantmaking policies and guidelines or the status of pending requests should be sent to [grants@glastonburyrotaryclub.org](mailto:grants@glastonburyrotaryclub.org).

Adopted by the Glastonbury Rotary Club Board of Directors on March 2, 2026.