



Rotary San Leandro

ANNUAL COMMUNITY GRANT APPLICATION PROCESS

To be considered for a Rotary Club of San Leandro (RCSL) Community Grant, please submit a one-page Letter of Intent by email no later than **5:00 p.m. on May 5, 2017**. Our Rotary Club is open to receive Letters of Intent starting **April 15, 2017**. This letter should provide a brief description of your project and the funding amount you are requesting. If more information is needed, a member of the Community Grant Committee will contact you.

The Letter of Intent should contain the following:

1. Date submitted and contact information (including email address) of the Letter's author
2. Organization Name, Proof of 501(c)3 Status, and Taxpayer ID Number
3. Amount Requested and Date Required
4. Brief Description of Need or Project

Also include answers to the following:

5. If approved, how can Rotarians participate as volunteers in your project or need for funds?
6. If approved, how will the Rotary Club of San Leandro be recognized?
7. If approved, how should the check be made out?

All Letters of Intent must be submitted no later than **5:00 p.m. on May 5, 2017**. Please email your Letter of Intent to the current Community Grants Chair, Kimberly Pace (kprotary5170@gmail.com). Please also send a copy to 2016-17 RCSL President Edward Niu (edrotary@movocity.com).

The Rotary Club of San Leandro will inform you by **June 30, 2017** on the status of your grant request. Partial funding may be presented as alternative awards. The Rotary Club of San Leandro plans to publicize the results of approved grants on the Rotary Club of San Leandro website & social media platforms.

It is customary that all checks are distributed at one of the weekly luncheon meetings held by the Rotary Club of San Leandro. If awarded, please expect to arrange a time for someone associated with your project to receive the check at a Club meeting & make a short presentation about your project and how the funds will be used.