



ANNUAL COMMUNITY GRANT GUIDELINES

The Rotary Club of San Leandro (RCSL) shall make grants of financial assistance to non-profit 501(c)3 organizations that serve the residents of the city of San Leandro as part of our commitment to community service. The success of the Club's fundraising and our return on investments varies from year to year. On average, we distribute \$10,000 per year with grants up to \$5,000.

The fundamental criterion for all grants will be the achievement of the highest reasonable level of impact meeting the basic human needs of food, clothing, shelter, healthcare, recreational activities, and education/training of youth, adults and families living in San Leandro. We value projects that best address the needs of the community according to the above criterion while having opportunities to serve in collaboration on projects that RCSL funds.

Best examples include RCSL providing funds to paint a high school and then organizing the volunteers to paint it; giving a grant to remodel an activity room and then working together to renovate the room; or partially funding the refurbishment of a community park and being part of the park's transformation into a modern play space.

Grant requests that can involve volunteer participation by some or all members of the Rotary family including Rotarians, Inner Wheel (spouses of Rotarians), Rotaract (young adults) and Interact (high school youth) to complete a project will be given priority.

When cooperative participation is not available, RCSL prefers to fund service projects that hold to the Rotary principle and motto of "Service Above Self," and those projects that make the biggest impact for the funds provided. Grant proposals should provide specific details of how funds will be put to use. Grants proposed to add to a general fund for overall operations of a non-profit are typically not awarded.

The Rotary Club of San Leandro will not make continuing or permanent commitments to recipients. Each request will be evaluated annually on its merits as submitted. Recipients are advised that a grant approval in one year is no assurance of continuing support. As such, the RCSL Board of Directors will only consider projects which will complete the use of the award within one Rotary year which begins on July 1 and ends June 30.

If a grant is awarded of \$1000 or more, the RCSL Board of Directors will request a brief written progress report within 90 days of the award of funds and expect a final report before the end of the Rotary year as a condition of support.

RCSL community grant recipients will assist the Rotary Club of San Leandro to publicly recognize the Club in an appropriate manner for its contributions. Projects where RCSL can be recognized with name and logo displayed will receive special consideration.

RCSL may offer partial funding to grant-proposed projects.

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.



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 9, 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.