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| Castro Valley logo | **Rotary Club of Castro Valley**  ***Service Above Self***  **PO Box 2117**  **Castro Valley, CA 94546**  **www.castrovalleyrotary.org** |

**Community Grant Program**

**Our Mission**

The Rotary Club of Castro Valley seeks to support the human service needs of the greater Castro Valley community in the areas of education, health and human services, youth, the elderly, poverty, the arts, and the environment.

**Community Grants**

The Club donates funds to individuals and tax-exempt, not-for-profit organizations that are governed by a representative board of local citizens. Grants are made for specific projects and/or new programs that address the mission of the Club.

**Application Process**

1. Applications are available for downloading from the Club website ([www.CastroValleyRotary.org](http://www.CastroValleyRotary.org)).
2. Requests for funds are considered twice each year, and applications are due at the Club by 5:00 pm (Pacific time) on September 15 and March 15. Applications received after the deadline will be reviewed at the next review period.
3. Incomplete applications will be returned without action. Please be sure that you have included all of the required forms and have answered all of the questions.
4. Applications must be submitted electronically. Email your application as a pdf file with a subject line: CV Rotary Club Grant Application to [Grants@CastroValleyRotary.org](mailto:Grants@CastroValleyRotary.org)
5. Applications may be funded in whole, in part, or not funded at all. The decision of the Club is final, but applicants may apply again if they desire.
6. Applicants will be advised of their funding status before September 30 or March 31.

**Requirements**

Individuals, organizations, and agencies receiving grants from the Club will be required to report back to the Club board of directors within one year of receiving the grants on the use of the funds. The report should indicate the use of the funds and include any supporting documentation to allow the Club to review the use made of its funds. Grantees will be informed of the reporting requirements at the time the grant is awarded. ***Grantees who fail to provide a follow-up report may be disqualified for future funding.***

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**Community Grant Application Cover Sheet**

|  |  |
| --- | --- |
| **Project Title:** | |
|  |  |
| **About You** |  |
| Applicant’s name |  |
| Organization |  |
| Street address |  |
| City, state, zip code |  |
| Contact telephone |  |
| Contact email |  |
| Organization’s vision, mission, and/or purpose |  |
|  |  |
| **The Project** |  |
| Location |  |
| Service area |  |
| Total number of people to be served |  |
| Total cost of program |  |
| Amount requested from the Club |  |
| Describe any prior grants from the Club |  |

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| **All SCHOOL Projects Require Principal’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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**Checklist of Required Attachments**

Begin each attachment on a new page.

Each attachment is limited to two pages maximum.

|  |  |
| --- | --- |
|  | Detailed description of your project. Include details of expected outcomes |
|  | Detailed budget of your proposed project or new program |
|  | Organization’s latest balance sheet |
|  | Organization’s latest profit and loss report |
|  | List of officers and directors of the organization and their affiliations |
|  | Statement of tax exemption |
|  | Additional documentation (e.g., diagrams, pictures) (optional) |
|  | Any school related project must have principal’s signature on the application |

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**Agreement to Be Signed by All Successful Applicants**

By signing this agreement, we agree to use all funds provided by the Rotary Club of Castro Valley exactly as requested in our application. We further agree to return any left-over funds to the Club or to refund the entire amount if the project is cancelled or discontinued. We agree to provide the Club with a written report on how the funds were used on the project within 1 year of receipt of the funds. We understand that failure to comply with the terms of the grant may result in our being disqualified from future grants.

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Signature of organization officer date