

HAYWARD ROTARY CLUB – COMMUNITY GRANTS PROGRAM

Email: robertsakai@robertsakai.net

**Community Donation Program Instructions
2012**

- Contact Information: Robert Sakai
Hayward Rotary Club
26429 Chatham Ct, Hayward, Ca 94542
Phone: 510-538-6407
robertsakai@robertsakai.net
- Purpose: Rotary International is an organization of business and professional persons united worldwide, who provide humanitarian service, encourage high ethical standards in all vocations and help build goodwill and peace in the world. To achieve that end, Hayward Rotary seeks to support the human service needs of the greater Hayward community. Donations are given to not-for-profit organizations whose policies are formulated by a representative local board. Donations are made for specific projects and new programs.
- Areas of Interest: Annually the Hayward Rotary Club Board of Directors meets to determine its donation priorities for the new fiscal year. Priorities may include support for education, health and human services, youth, the elderly, poverty, the arts and the environment. The board has determined that programs for **children, needy families and/or vocational training** will be the funding priority for 2012.
- Program Limitations: Hayward Rotary Club does not make grants directly to individuals or for political or sectarian purposes, endowments, expenses related to fundraising activities, organizations intending to pass-through grants, deficit liquidation proposals, and general operational expenses, as opposed to program specific costs. There is a total of approximately \$20,000 available; last year awards ranged from \$500 - \$2000.
- Geographic Limitations: Priority will be given to programs serving people within the City of Hayward.
- Application Procedures: **Application Form and Guidelines.** The application is attached. Grant applications that meet the donation priorities for the fiscal year will be accepted at **26429 Chatham Ct, Hayward, CA 94542 until 5 pm on 10-24-12 only.**
Instructions for completing Application Form. Please try to use only the space provided. Incomplete applications, applications not complying with these guidelines, or not meeting the club's funding priorities, will not be forwarded to the Board for review. The Board of Directors will review grant requests at the November 2012 board meeting and successful applicants will be presented their checks at the Rotary luncheon at noon on either 12-3-12 or 12-10-12 at Masonic Hall, 1074 "B" Street (between Foothill Blvd & Main St), Hayward.
Forwarding Completed Applications. Mail or deliver the original plus 16 copies of the completed application including attachments (staple each

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copy), to **26429 Chatham Ct, Hayward, Ca 94542**. Do not submit any other documentation. Applications may be mailed or hand delivered. **Award Decisions Are Final**. There is no appeal process. Applications will not be returned.

Application Deadline: Must be **received by 5:00 PM 10-24-12**.

Follow-up Report: Organizations and agencies receiving grants from Hayward Rotary Club will be required to report back to the board within one year of receiving the grant on the use of the funds granted. The report should indicate the use of the funds and include any supporting documentation to allow Hayward Rotary to review the use made of its donation. 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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APPLICATIONS MUST BE RECEIVED AT 26429 CHATHAM CT, HAYWARD, CA 94542 BY 5:00 PM October 24, 2012. LATE APPLICATIONS WILL NOT BE CONSIDERED.

REQUEST FOR DONATION APPLICATION FORM

(Please include original and 16 copies)

SUMMARY:

Name of Organization: _____

Project Title: _____

Amount of Donation Requested: \$ _____

ABOUT YOUR ORGANIZATION

Name of Organization: _____

Address: _____

You must be recognized by the IRS as a 501c3 nonprofit charitable organization. By signing this Application form, you are confirming that your organization meets this requirement and that it's IRS Employer Id # is: _____

Contact person name: _____ Telephone: _____ Email: _____

Organization budget: Current fiscal year \$ _____ Prior fiscal year \$ _____

Description of Organization (include summary of organization's purpose, mission and objectives): _____

Have you previously received a donation from Hayward Rotary? () Yes () No

If yes, what year was last donation received? _____ Amount received: \$ _____

If you have assisted on Hayward Rotary projects during the past 12 months, please indicate the name of the project and how many people your organization provided to assist: _____

ABOUT YOUR PROJECT

Project Contact Person: _____

Telephone #: _____ Fax #: _____ Email: _____

Project Title: _____ Project Description: _____

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Results Expected (Please list the results you expect to achieve and how you record your progress):

Project Location: _____
 Geographic Area Served: _____
 Population Served: _____

Project Budget Summary (Please list major categories of income & expenses):

| INCOME | AMOUNT |
|----------|--------|
| | |
| | |
| | |
| | |
| EXPENSES | AMOUNT |
| | |
| | |
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Required Attachments:

- () List of officers and directors of the organization and their affiliations.
- () Copy of the organization’s latest financial statement or summary, **NOT TO EXCEED 6 PAGES.**

PLEASE LIMIT THE APPLICATION & ATTACHMENTS TO NO MORE THAN 20 PAGES, WHICH MAY BE COPIED 2 SIDED.

Application completed by (please print/type): _____

Signature: _____ Title: _____

Please remember to include original + 16 copies or your application cannot be processed.
SUBMIT COMPLETED APPLICATION TO 26429 CHATHAM CT, HAYWARD, CA 94542 by 5 pm on 10-24-11