Community Grant Program Overview - 2018-2019

Community Grant Program Chair	Douglas M. Den Hartog, Sr.
Chair's email address:	denhdo@thedukegroup.org
Chair's phone number:	+1 559-824-8070

Rotary International Vision	Together, we see a world where people unite and take action to create lasting change — across the globe, in our communities, and in ourselves.
Rotary International Mission	We provide service to others, promote integrity, and advance world understanding, goodwill, and peace through our fellowship of business, professional, and community leaders.
Rotary International Areas of Service	Rotary members believe that we have a shared responsibility to take action on our world's most persistent issues. Our 35,000+ clubs work together to: 1. Promote peace 2. Fight disease 3. Provide clean water, sanitation, and hygiene 4. Save mothers and children 5. Support education 6. Grow local economies

Hayward Rotary Club Mission	Hayward Rotary seeks to support the human service needs of the greater Hayward community in the areas of education, health and human services, youth, the elderly, poverty, the arts. and the environment.
Hayward Rotary Club Community Grants	Every year, our club raises money and donates those funds to a variety of 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 Hayward Rotary Club Mission.
Hayward Rotary Club Community Grant Application Process	1. Applications are available to download from the club website – www.haywardrotary.org 2. Applications are due December 31, 2018 by 11:59 p.m. 3. Applications must be submitted in a PDF format 4. The club Board reviews applications during their January 2019 meeting 5. The club Board awards grants during their February 2019 meeting

Submission Instructions:

1. Your grant request must be submitted as a single PDF document
2. Your PDF document must contain the "Grant Request Application Form" as well as all five (5) "Required Attachments".
3. **Your application document must be emailed as a PDF attachment and emailed to denhdo@thedukegroup.org. The subject line of the email must be "Hayward Rotary Club Community Grant Application".**
4. Email with attachment must be received no later than 11:59 p.m. on December 31, 2018.

Special Important Note:

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 grant. 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**.

Grant Request Application Form

Project Title:	

About Your Organization:

Name of Organization:	
Street Address:	
City, ST Zip:	
Organization's Contact Name:	
Organization's Contact Phone:	
Organization's Contact Email:	
Organization's Vision, Mission, and/or Purpose	
Organization's Tax-Exempt ID:	

Grant Request Summary Items:

Project or New Program Location:	
Project or New Program Service Area:	
Total number of people to be served:	
Total cost of the proposed project or new program:	
Amount requested as a grant from Hayward Rotary Club:	
Describe any prior Hayward Rotary Community Grant awards:	

Required Attachments (each attachment is to start on a new page):

1. Detailed description of your proposed project or new program; include details of expected outcomes (Maximum 2 pages)

2. Detailed budget of your proposed project or new program (Maximum 2 pages)

3. Organization's latest Balance Sheet (Maximum 2 pages)

4. Organization's latest Profit and Loss Report (Maximum 2 pages)

5. List of officers and directors of the organization and their affiliations (Maximum 2 pages)