



# Application for:

\_\_\_\_\_ Community Grant or  
\_\_\_\_\_ Hearts of Rotary

( Please read instructions on page 2 )

**Applicant Information:**

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Best Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Check if you are a 501(c)(3) non-profit organization. Email: \_\_\_\_\_

**Project Information:**

1. Title or Purpose of Project: \_\_\_\_\_

2. Grant amount requested \$ \_\_\_\_\_

3. Briefly describe your project, its activities, and the specific **charitable purpose** for which funds are requested:

4. How will the funds be spent? Be specific re: item and the amount. (E.g., printer \$300, 40 hours staff time \$8,000.)

5. Describe specific community benefit for Morgan Hill and end result of your project:

6. How will you publicize the Rotary Club name or logo as part of your project?

7. Have you requested funds from other sources for this project?  Yes  No

**Applicant Certification:**

*I am an authorized representative of the applicant organization and agree to use the funds for the specific purpose stated in this application.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Signed: \_\_\_\_\_

*Please do not write below this line. For Rotary Club use only*

Club Board: Approved Yes \_\_\_\_ No \_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Minimum Eligibility Criteria:**

To receive a grant from the Rotary Club of Morgan Hill, the applicant must meet **ALL** of the following criteria:

1. **Charitable** - Grants must be used for a charitable purpose by an organization that is clearly philanthropic in nature. Grants are not given for religious or political viewpoints. The Rotary Club must see a specific community benefit or end result of project activities.
2. **Local** - Grants must be used within the Morgan Hill Community as defined by the boundaries of the Morgan Hill Unified School District.
3. **Recognition for Rotary Club of Morgan Hill** - the applicant must agree to publicize or acknowledge the contribution in a way that promotes community awareness of the Rotary Club of Morgan Hill.
4. **Additional criteria depending on which grant category you are applying for:**

**Community Grants** Only requests for tangible or capital items (e.g., equipment, furniture, appliances) will be considered for the Community Grant category. No personnel, general operating, or maintenance expenses will be funded. We fund items that will provide enduring benefit versus something consumable or of short-term benefit to a few. Requests that support the areas of grant focus (see below) will be given priority.

**Hearts of Rotary** Applicants for Hearts of Rotary grants must be tax exempt, 501(c)3 nonprofit organizations. Requests must be for items which clearly provide a community benefit. Requests that support the areas of grant focus (see below) will be given priority. The Morgan Hill Rotary Club has its own scholarship program. Therefore, grants will not be awarded for scholarships to educational institutions.

**Grant Focus Areas:**

In addition to the minimum criteria for Community Grants and Hearts of Rotary, the Rotary Club of Morgan Hill has identified the following focus areas for funding:

- > Youth
- > Seniors
- > Education
- > Community Benefit

**Application Instructions:**

1. Please be concise and specific in describing your project, its activities and how the funds will be used.
2. No application attachments will be accepted. We will contact you if additional information is needed.
3. Explain how the funds will be used to benefit our local community and achieve the project's end result.
4. Rotary expects to be recognized for its contribution to your organization. This can be done through media releases, Letters to the Editor, placing the Rotary Club name or logo on printed materials, etc.
5. Please let us know if you have applied to other sources to which you have requested funds for this project. Applying to other sources in no way negatively impacts your application. Our Club appreciates combining funding sources to achieve greater results.
6. You may apply for more than one project, but each project requires a separate application.
7. We will not accept applications for projects, activities, or purchases that have already taken place.
8. Grant funds must be expended in the fiscal year the application is received (July 1 through June 30).
9. All applications must be typed or printed legibly and signed by an authorized representative of the requesting organization. Applications can be downloaded at [www.morganhillrotary.org](http://www.morganhillrotary.org).

**Application Review Process:**

1. Applications are accepted between **July 1 and September 30** each year and reviewed by our Charitable Giving Committee beginning December 1.
2. Expect at least 60 days for review and notification. Please plan accordingly.
3. A representative from your organization may be invited to a Rotary Club meeting to accept the Community Grant.

**Mail Applications to:** Rotary Club of Morgan Hill  
Charitable Giving Committee  
P.O. Box 283  
Morgan Hill, CA 95038-0283

**Inquiries can be e-mailed to:** [grants@morganhillrotary.org](mailto:grants@morganhillrotary.org)