

**THE AURORA ROTARY CLUB FOUNDATION GENERAL  
GRANTING POLICIES AND PROCEDURES As  
Amended and Restated through JULY 2018**

**History:** The Aurora Rotary Club Foundation was created in 1982. *Its purpose is to fund various Aurora Rotary Club philanthropic projects. Funds are raised primarily through Club events, as well as direct contributions from Aurora Rotarians. The Aurora Rotary Foundation is a 501 C (3) organization and as such, all contributions made to the ARF are considered tax deductible.*

**Mission:** The mission of the Aurora Rotary Club Foundation is to participate, in conjunction with the Aurora Rotary Club, actively in the diverse life of our community through the grants it makes every year. The Foundation's grants emphasize our belief in the promise and value of youth and education, affirming our commitment to the humanitarian goals of Rotary locally and around the world.

**Funding Priorities:** The following criterion and guidelines will generally be used in evaluating grant requests. Exceptions can be made whenever deemed appropriate by the Foundation Trustees who shall award such grants without consideration of any recipient's race, color, religion, national origin, ancestry, sex, age, disability, or any other status protected by state or local law.

Grant awards must be in keeping with the mission of the Aurora Rotary Club Foundation. The major focus of the Rotary Aurora Club has historically been youth. In addition, the Club encourages educational achievement of youth.

\*Grant requests are to be made through the Aurora Rotary Club Foundation Board that Any organization, which establishes an affiliation with the Aurora Rotary Club, should have or be associated with a 501c (3) designation or be another Rotary Club or District in order to be eligible for consideration.

Active involvement of Aurora Rotarians is considered mandatory for organizations to apply. Such involvement shall include one or more of the following:

- Board Participation;
- Fundraising;
- Direct Program Involvement.

Local funding activity shall primarily be focused on the Aurora Community. Grants can be awarded for international projects.

The Foundation prefers concentrating its support on a few organizations where the support can make a substantial difference and the funds can have an impact on the organization and in the community.

Participation in international projects is a means by which the Aurora Rotary Club Foundation can be supportive of Aurora Rotarians and Rotary International's interest in fostering goodwill and peace in the world. The Foundation encourages the leveraging of dollars in support of international projects via partnership(s) with one or more Rotary Club(s) and outreach to different countries.

**General Granting Guidelines:**

1. Does the project fit with our Rotary mission, and the focus on local service projects we have established? (Youth & Education).
2. Will the project engage the passion of Rotary members, and will they be involved in service to that organization?
3. What is the visibility and brand recognition offered to Aurora Rotary and ARF? What are the commitments made by the grantee?
4. What is the sustainability of the project, and what is the expectation of the length of time that Rotary funding will be needed?
5. Is the project something that Rotary is uniquely able to do; will Rotary funds/effort make a difference in its success; and, what are the measures used to judge our impact?

**Matching Fund Projects,** in support of local and/or international service initiatives, which are conducted in cooperation with Rotary International, other Rotary Clubs, or other organizations are encouraged and seen as an effective means to leverage the Foundation's grants. Participation in such matching projects requires appropriate advance approval from the Aurora Rotary Club Foundation Directors. Either the Foundation or the Club must, as a basic requirement of participation, be readily identifiable as a funding partner or sponsor in all forms of communication seen by the public such as press releases, banners, newsletters or advertising. No individual or committee may commit to, or solicit funds, for such projects without proper prior authorization from the Aurora Rotary Club Foundation and the Aurora Rotary Club. Foundation funds will not be used to pay expenses for individuals in the organizations with whom it partners or sponsors, including other Rotary Clubs.

**General Restrictions:** The Foundation generally will not consider the following:

- Support of individuals for personal financial need other than educational and program scholarships.
- Grants money cannot pay for travel expenses i.e. airfare
- Funding un-chartered Rotary Clubs, either domestic or foreign, or underwriting the business expenses of chartering a new Rotary Club

- \*Serving as a conduit for funds in support of projects which do not have the prior approval of the Foundation Directors, and, the Board of the Aurora Rotary Club, or one of the Committees of the Aurora Rotary Club
- Payment of salaries or business overhead

**Restricted Gifts:** The ARF will generally accept restricted contributions to the Foundation under the following conditions:

The restrictions of the donor are compatible with these guidelines and with the Mission of the ARF.

The restricted gift is for projects which have the prior approval of the ARF, the Aurora Rotary Club Board of Directors, or of one of the committees of the Aurora Rotary Club, or which is a project of Rotary International.

For restricted gifts of less than \$25,000, the project or other restricted use of the funds will be completed within 12 months unless otherwise designated from the date the gift is received (as the Foundation does not wish to have to account for interest or dividend income or capital gain or loss related to the restricted gift). If funds are held for longer than 12 months, then the matter will be discussed with the donor or the funds returned to the donor.

Restricted gifts of \$25,000 or more will be considered on a case-by-case basis. In no event will the ARF pay interest or gain on restricted gifts due to the difficulties in accounting for such interest or gain.

**Treatment of Restricted Contributions:** In considering grant requests, the Board will determine the total amount of the grant, and the amount of the grant will include proceeds received as the direct result of Aurora Rotary fundraiser, and any restricted donations through the Foundation to the grantee.

**Grant Application Process:** All grant requests must be submitted through the the Aurora Rotary Club website. The Foundation Secretary will make a determination regarding disposition, directly declining requests that clearly fall outside the Foundation's guidelines and providing a report of declinations to the board. All requests will provided to the board before the grant selection meetings..

**Applications must be limited to only the required elements. Additional materials will be disregarded.**

## GRANTING CYCLE

The Grant Deadlines will be December 31 and June 30 of each year. Grantees will be notified no later than Feb 28<sup>th</sup> and August 31st of each year.

**Grant Award:** It is expected that all grant awards will be expended for the purpose(s) and within the budgets as presented to the Foundation board. Follow-up reports detailing how dollars were expended will be required by the Foundation board. An award of a grant in one year should not be construed as a guarantee of funding in future years.

**Changes in Use of Awarded Funds:** If a grantee anticipates a change in the use of funds greater than 10% of the approved budget from the request made to the Foundation Board, the change must be submitted to the Foundation Board for review and recommendation.

**Unanticipated Needs:** With few exceptions, the Aurora Rotary Club Foundation will consider only one request per fiscal year from a Rotary committee or outside organizations.

The Secretary of the Foundation Board shall complete check request per accounting guidelines to the treasurer. Letters of notification to Grantees will be sent with information of meeting dates and time for Grantees to select a date and time that will work within their schedule. The Secretary will notify the president of the foundation of the dates for distribution of checks to the grantees. The Chair will present the checks or their designee.

**Unexpended Grant Funds:** Any funds not expended by a grantee within the Foundation's fiscal year will be *carried over to the total* grantable funds for the next fiscal year, unless the grantee presents a request to the Grants Committee Chair for a "carryover" to the next fiscal year. This request must be made timely, preferably no later than November of the year in which the grant was originally to have been spent. Requests for carryover of funds will be considered by the Foundation Board's first scheduled meeting in the fiscal year following the original grant year.



**Procedure:**

**Special Grant Considerations:**

**Club President Granting Authority:** Annually the Foundation board will approve the discretionary fund for the club president to use as the club board or the presidents deems necessary.

**GENERAL INFORMATION:**

**The Foundation board:**

The Seven Trustees shall be composed of the following persons: The Club President, The Club Past President, the Club Treasurer, and four members in good standing from the Club who are not members of the Board of Directors.

**Conflicts of Interest:**

All Foundation Board members will disclose to the Chairperson any conflicts of interest and shall abstain from voting on any grant awards for which there is a conflict.