Hillcrest Rotary Club Foundation

2015-2016 COMMUNITY GRANTS PROGRAM

Rotary is a service organization of business and professional leaders united worldwide who provide humanitarian service, encourage high ethical standards in all vocations and help build peace in the world. Rotary is dedicated to promoting truth, enhancing goodwill and friendships and being beneficial and fair to all concerned. Nearly 1.2 million men and women belong to over 34,000 Rotary clubs around the world. Membership is by invitation and reflects a cross section of community representation.

The Rotary Club of Hillcrest Foundation, in partnership with the Rotary Club of Hillcrest Sunrise, invites proposals from 501(c)(3) or other tax-exempt charitable organizations in the Hillcrest, OH area for grant support. Refer to our grant guidelines and criteria before completing the application form. It is anticipated that proposals received will support programs and projects that:

**\* Promote Rotary’s mission and ideals**

**\* Enhance the greater Hillcrest area community**

**\* Embrace access, fairness, inclusiveness and diversity**

Organizations must be tax-exempt to be eligible for funding consideration by our 501(c)(3) foundation. The deadline for receipt of completed applications is May 1~~st~~, 2015. Completed forms can be submitted via email, or mail.

In order to be considered for funding, applicants must submit the following by our deadline:

1) Two copies of the completed application form (the original plus one copy);

2) One copy of your organization’s tax-exempt determination letter from the IRS (not the state form); and

3) One copy of the signed Assurance Statement form.

We will accept one application form per organization (based on the name of the organization shown on the organization’s tax-exempt determination letter from the Internal Revenue Service).

If you have any questions, you may contact us:
**Janet Schiciano** **Ryan Knotts**
President President Elect
janet.schiciano@ms.com jayhawkrk@gmail.com
216-534-2580 216-287-1273

**Community Grants Guidelines**

The Rotary Club of Hillcrest Foundation invites proposals from 501(c)(3) or other tax-exempt charitable organizations in the Hillcrest, OH area for grants to support programs and projects to enhance the Hillcrest, OH community. The Foundation expects to award approximately $5,000-$10,000 in community grants during the 2015-2016 year.

**THE FOUNDATION:**

\***ONE APPLICATION**. Will consider only one application per organization. You must use the enclosed application form to outline your proposal. One copy of additional detail (brochures and other background information) may be enclosed with the proposal form.

\***CHARITABLE ORGANIZATION**. Will reject an application if it is unaccompanied by a copy of a 501(c)(3) determination letter or equivalent from the Internal Revenue Service. Even if you have submitted an application form in the past, you still must provide this form. Note: The requested form is that of the IRS and not a copy of your state tax-exempt certificate. We accept one application form per organization, based on the name of the organization on the tax-exempt determination letter being submitted with the application form.

\***MULTIPLE YEAR GRANTS.** Expects the great majority of the grants it awards to be paid by the end of the calendar year in which the award is made but may, if circumstances merit, pay a grant over multiple years.

\***GEOGRAPHY.** Accepts applications from organizations that submit proposals for projects and/or programs that would benefit people living within the Hillcrest, OH area (Gates Mills, South Euclid, Highland Heights, Lyndhurst, Richmond Heights, Mayfield Heights, Mayfield Village)

\***RELIGIOUS ORGANIZATION.** In the case of an application from a church or other religious organization, will consider an application only if its purpose is unrelated to a religious purpose and doesn’t promote a religion or sect.

\***NONDISCRIMINATION POLICY.** Does not discriminate in the awarding of community grants on the basis of race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry or age, or any other basis prohibited by law. Recognizes that applicants may limit their services or opportunities to specific targeted populations within the community; however, any such limitations must be reasonably related to the effective provision of the services/opportunities.

\***ASSURANCE STATEMENT.** Only considers applications signed by an authorized official certifying that the requested grant will be used for its stated purpose and will not be used in any program that otherwise discriminates on the basis of race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry or age, or any other basis prohibited by applicable law.

\***INCOME-GENERATING ORGANIZATIONS.** In the case of an income-generating organization (e.g., day care, summer camp, acting company, orchestra, private school), considers an application only if its purpose is to pay additional costs the organization will incur to permit participation of people who otherwise could not afford the organization’s program.

\***COSTS ALREADY INCURRED.** Will not consider requests for funds to retire existing debts (prior to our application deadline) or to pay costs the applicant is already obliged to pay.

\***GRANT PROJECT PRESENTATION.** Will require a representative of each organization to make a presentation to the members of the club describing the organization, its mission, its focus, the grant project and how the grant will benefit the community. A club member will contact the organization to schedule this visit/presentation.

\***DECISIONS REGARDING FUNDING.** Grant awards will be announced in May 2015. All organizations which have applied will receive a letter regarding their funding status by the end of June 2015. (During the grant review process, a member of our Community Grants Committee will contact an organization only if any additional information is required.)

\***GRANT APPROVAL PROCEDURE**. Will require organizations approved for funding to provide documentation of actual expenses before funds are released. A report advising the Hillcrest Rotary Foundation of the results of the project/program is expected at that time. All funding decisions are final.

**Hillcrest Rotary Club Foundation
Community Grants Criteria**

**POPULATIONS BENEFITTED:**

The Hillcrest Rotary Club Foundation favors programs and projects that serve and support:

\*Youth

\* Seniors

\* Homeless Families and Individuals

\* People with disabilities and mental illnesses

**COMMUNITY NEEDS:**

The Foundation will consider support for a wide range of programs and services through the Community Grants program but will give priority to programs and projects directed toward:
\* Human Needs-Food

\* Human Needs-Healthcare

\*Human Needs-Housing

\* Learning (structured scholastic programs)

\* Human Needs-Behavioral Health

\* Employment and Training

\* Youth Recreation/Camperships

\*Community Engagement

\* Neighborhoods

\* Environment

\* Safety

\* Arts and Culture

**SERVICE COMPONENT:**

The Foundation will give preference to those organizations and projects that would involve participation of the Rotary Club of Hillcrest members as part of their commitment to serve the community. Particularly, hands-on involvement of club members either as a one-time service project or a series of service projects over the course of grant year is preferred

**USE OF GRANTS:**

Among the specific type of expenditures for which applicants might wish to request funds, the Hillcrest Rotary Club Foundation favors:

\*Direct delivery of services to the population served [e.g., medical treatment, counseling, instruction, concerts, etc.]

\* Demonstrative impact of target population

\* Acquisition of tangible items for population served [e.g., food, clothes, instructional items, equipment for programs, etc.]

\*Purchase of equipment and tangible items for organization [e.g., vans, computers, copiers, etc.]

\*Services and intangibles for the organization [e.g., staff training]

\*Administrative services and supplies to support delivery of program [e.g., accounting, management, maintenance, repairs, equipment lease, and utilities]

\*Purchase of building or renovating facilities [e.g., bricks and mortar]

 **The Foundation will not consider requests for funds to cover debt retirement or make Community Grants to endowment funds or individuals.**

GEOGRAPHY:

Accepts applications from organizations that submit proposals for projects and/or programs that would benefit people living within the Hillcrest, OH area (Gates Mills, South Euclid, Highland Heights, Lyndhurst, Richmond Heights, Mayfield Heights, Mayfield Village)

**2015-2016 Community Grants Program**

**Assurance Statement**

In order to be considered for funding by the Hillcrest Rotary Club Foundation, an organization must complete our application form and return it along with this signed assurance statement and a copy of the organization’s 501(c)(3) or equivalent determination letter from the Internal Revenue Service.

On behalf of the requesting organization, I hereby certify that the requested grant will be used for the purpose stated on the application form and will not be used in any program that otherwise discriminates on the basis of race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry or age, or any other basis prohibited by applicable law.

Complete if appropriate: If the program for which you are seeking funding targets a specific population (for example, youth, elderly, specific gender, etc.), please indicate what segments the program would serve:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Official Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Requesting Organization

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YOUR COMPLETED APPLICATION PACKET MUST INCLUDE: The following materials must be submitted for consideration and must be received BY May 1st, 2015. Applications can be forwarded to:

Rotary Club of Hillcrest

c/o Ryan Knotts

4112 Dartford Rd
South Euclid, OH 44121

jayhawkrk@gmail.com

1) Two copies of the completed application form (the original plus one copy);

2) One copy of your organization’s tax-exempt determination letter from the IRS; and

3) One copy of the signed Assurance Statement form

Only one application form will be accepted per organization (based on the name of the organization on the tax-exempt determination letter from the IRS being submitted with the application form).

**2015-2016 COMMUNITY GRANT APPLICATION**

*Insert your answers in the space provided below. If you are working from a printed copy, if you prefer, you may create a separate document and number your answers to correspond to the questions below*.

1. **Organization contact information**:

Contact Person’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Address (street, city, state, zip):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization’s Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. List the total dollar amount your organization is requesting from Rotary: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: You must attach a detailed budget showing the breakdown of your requested dollar amount for this requested amount and not your entire annual budget. Note that any expenses incurred before Hillcrest Rotary Club Foundation application deadline are not eligible for reimbursement or payment.

3. Describe in detail the specific purpose for the requested funding your organization is seeking:

4. Indicate the number of individuals your proposed grant would serve: #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: This response should indicate the number of people that would be served by the grant you are requesting and not the number served by your entire annual budget.

5. Our Foundation considers proposals that benefit people living in the Hillcrest, OH. If the above grant is approved, indicate the geographic area of the people who would be served:

6. Service Component: Projects involving hands-on service participation form the Rotary Club members will be given preference. Please describe the service component of your project (if any)

7. Does your organization have other funding sources for the proposed project/program you are requesting? Yes No If yes, list the funding sources and dollar amounts

8. Will Rotary support be acknowledged? If so, how?

9. Additional notes and information: