

# Community & Youth Grants Committee

## 2019-2020 Grant Application Process and Guidelines

The Rotary Club of Santa Monica's Community and Youth Grants Committee provides monetary support to non-profit organizations serving the Santa Monica community. Awards range from \$500 to \$3,500 and are limited to sustainable projects, such as:

- New construction or renovation materials
- Equipment and furnishings

We DO NOT fund operating expenses, annual giving campaigns, fund-raising or other events, endowment campaigns, sectarian religious projects, political activities, or private/public foundations that fund other non-profits.

Applicants are discouraged from submitting simultaneous proposals to both the Rotary Club of Santa Monica Community and Youth Grants Committee and the Santa Monica Rotary Club Foundation. Typically, only one grant will be approved and funded by these two sources to the same recipient organization during any fiscal year (July-June).

Organizations may apply annually for awards from the Community and Youth Grant Committee. However, we limit funding to no more than three grant awards issued to any one organization during any five-year period. Our objective is to provide necessary support to as many worthy organizations as possible.

### Post Grant Award Responsibilities

Award recipients are expected to: **accept the award check at one of Rotary's Friday luncheons;** (1) confirm receipt of funds to our organization; (2) recognize the Rotary Club of Santa Monica for award in communications with organization members or promotional material; and (3) provide written report detailing how funds were deployed, quantity of persons receiving benefits, and outcomes within one year of receiving the grant. Failure to do so may disqualify an organization from eligibility for future grant awards.

Any funds that cannot be spent for the intended purpose during expected time interval must be returned to the Rotary Club of Santa Monica.

### Application Instructions:

Complete the application and submit in advance of one of the following application deadlines:

**October 30, 2019 -- or -- March 25, 2020**

Required Attachments:

- |   |  |
|---|--|
| <input type="checkbox"/> Cover letter (one page maximum)                            | <input type="checkbox"/> Operating Budgets (current and next year) |
| <input type="checkbox"/> Application Form   | <input type="checkbox"/> Financial Statements (past 3 years)       |
| <input type="checkbox"/> Project Budget (list major assumptions) or equipment quote | <input type="checkbox"/> Tax Returns (past 3 years)                |
| <input type="checkbox"/> Proof of 501(c)(3) status                                  |  |

Submission: Send application and required attachments either via email or USPS to address below:

eMail: [RotaryClubofSantaMonica@Verizon.net](mailto:RotaryClubofSantaMonica@Verizon.net)

USPS: [Rotary Club of Santa Monica](#)  
[P.O. Box 586](#)  
[Santa Monica, CA 90406-0586](#)

For questions, visit our website: [www.rotaryclubofsantamonica.org](http://www.rotaryclubofsantamonica.org) or call **the Rotary office** 310-917-3313.

A separate application process is required for organizations applying to the Santa Monica Rotary Club Foundation. Applications can be obtained through the Rotary at 310-917-3313.