

KENOSHA ROTARY FOUNDATION, INC. GRANT GUIDELINES – WEBSITE DOWNLOAD

These guidelines are part of the Foundation By-laws to aid the Grant Applicants, Kenosha Rotary Board, and Kenosha Rotary Grant Committee in preparing, reviewing, and fairly awarding grants consistent with the Charter & By-laws of the Kenosha Rotary Foundation, Inc.

1. All grants must 100% directly benefit Kenosha County residents.
2. All grants should be to only non-profit groups, agencies, and organizations, but may include governmental units, without paid per diem or reimbursed boards and commissions (any paid staff cannot be paid with grant monies).
3. If an individual is considered, the individual must first be determined to be unique in oneness, and the grant would not specifically be considered a scholarship.
4. Only existing groups, agencies, or organizations will be considered, with no consideration of purely political or religious organizations.
5. An IRS letter of status must be filed.
6. Kenosha Rotary Foundation, Inc. Application and supporting documentation as outlined in this document must be filed.
7. Grants should only be awarded for non-operating, non-recurring projects of less than one-year activity that is not generally funded from other sources.
8. Applications requested in writing by the **Receipt of Written Request for Application Deadline** in the schedule at the end of this document or downloaded from the Rotary Club of Kenosha website (<https://kenosharotary.org>) at any time prior to the Application Submission Deadline, must be completed and received by the secretary prior to the **Application Submission Deadline** listed in the schedule at the end of this document. All completed grant applications must be mailed the Kenosha Rotary Foundation, Inc. in an envelope that has a postal meter strip applied (do not use postage stamps) and includes a time-date postal cancellation.
9. The Kenosha Rotary Grant Committee will evaluate each application for compliance with the guidelines listed herein and assign a priority to the project, referring it to the Board by the **Committee Evaluation Deadline** specified in the schedule at the end of this document.
10. The board will review projects and priorities assigned by the Committee Evaluation and make selections for grant awards by the **Board Selection Deadline** specified in the schedule at the end of this document.
11. No single grant shall exceed 33% of the total amount to be awarded in the annual grant process.

Key Dates 2019 Grant Process - \$22,000 Total Available for All 2019 Grants Combined	
March 30, 2019	Grant Process Announcement
April 15, 2019	Receipt of Written Request for Application Deadline (Application Materials may be downloaded from the Rotary Club of Kenosha Website (https://kenosharotary.org) at any time prior to the Application Submission Deadline)
May 15, 2019	Application Submission Deadline
June 15, 2019	Committee Evaluation Deadline
June 30, 2019	Board Selection Deadline