

NOTICE OF FUNDING AVAILABILITY AND REQUEST FOR GRANT PROPOSALS

Menlo Rotary Community Foundation 2021 Community Grants Program

APPLICATION DEADLINE: THURSDAY, MARCH 4, 2021, 5:00PM PDT

The Menlo Rotary Community Foundation (formerly the Rotary Club of Menlo Park Foundation), a charitable nonprofit organization in partnership with the Rotary Club of Menlo Park, now seeks grant proposals from community-based organizations to support projects that address designated areas of need.

Purpose and Goals

The 2021 Community Grants Program is intended to meet the following goals:

- Raise public awareness of compelling community needs in the areas of:
 - Youth affected by homelessness and/or food insecurity
 - AND/OR
 - Local COVID-19 recovery efforts
- Provide financial assistance to 501(c)(3) nonprofit organizations that propose specific projects to meet community needs in one or more of the above designated areas
- Deliver these services in Menlo Park, East Palo Alto, and adjacent unincorporated communities
- Raise awareness of the ongoing services the Rotary Club of Menlo Park (RCMP) and Menlo Rotary Community Foundation (MRCF) provide to local communities.

Instructions

1. Grant awards are typically in the range of \$3,000-7,500 per award. Grant applications up to \$10,000 will be considered.
2. The application form is attached to this notice, and is available at menloparkrotary.org
3. Application form must be fully completed, with no sections left blank or only partially filled.
4. Completed application form must be no longer than three (3) pages in total length, excluding supporting documents noted below.
5. Applicants must attach copies of their organization's most recent:
 - a. Annual report
 - b. Financial statements
 - c. IRS letter granting the organization tax-exempt 501(c)(3) status.
6. Please do not attach any other documents or materials except those outlined above. Extraneous materials will be discarded without review.
7. Application and supporting documents must be submitted electronically in PDF or Microsoft Word format.
8. Deadline for application: Thursday, March 4, 2021 by 5:00 p.m. PDT
9. Email completed application packets to mprotarygifts@gmail.com with "2021 Application for Funding" in the subject line.

Additional Information:

- Grant award decisions will be announced on March 19, 2021
- Grant recipients are required to attend the award ceremony, "Rotary Connects" on Wednesday, March 31, 2021
- Details about the Rotary Connects award ceremony, which will be held virtually, will be transmitted to grant recipients by March 24, 2021
- If your organization previously received 2020 grant funds from Menlo Park Rotary, a 2020 Funding Follow-Up Form is required prior to applying for 2021 funding. For more information, contact mprotarygifts@gmail.com
- Grant recipients will be required to submit a 2021 Funding Follow-Up Form by January 31, 2022.

**Menlo Rotary Community Foundation
2021 Community Grants Program
Application for Funding**

Organization Name:	
Name of person completing application:	
Contact information (address, email, and phone):	
Grant amount requested (see application instructions):	
If only partial funding is granted, how would that impact the success of the project:	
Organization description (include mission, number of years in existence, communities served, number of staff, and 501(c)(3) status).	
Specific compelling need in the community related to: serving youth affected by homelessness and food insecurity; AND/OR local COVID-19 recovery efforts, and how the proposed project is designed to meet that need. Quantify need if possible.	

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Proposed project outcomes:	
Specific project budget and how Rotary grant funding would be spent to the budget:	
Timeline of project:	
Means by which your organization will acknowledge funding from Rotary Club of Menlo Park:	
Any members of your organization who are Rotarians (specify club):	
Previous funds donated by RCMP (specify amounts and dates awarded):	

Supporting documents enclosed:

- ☐ Annual report
- ☐ Financial statements
- ☐ IRS letter granting the organization tax-exempt 501(c)(3) status

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