



ROTARY

CLUB OF MECHANICSBURG-NORTH

July 21, 2019

Dear Nonprofit Funding Requestor,

Since its chartering in 1990, the Rotary Club of Mechanicsburg North (RCMN) has supported the surrounding community with grants to nonprofit organizations. Beginning with our fiscal year 2019-2020, the process will change. To be considered, organizations desiring funding from the club will be required to submit a formal application.

Grant applications will be accepted starting August 1, 2019 through October 1, 2019 for nonprofit organizations requesting an Operations Grant. Applications will be reviewed in November and grants awarded in December. RCMN will award up to five applicants \$1,000 each.

Applications for Special Project Grants will be accepted from August 1, 2019 until April 1, 2020. These grants are for \$500 and under.

Attached are the RCMN funding policy and guidelines which will give you more details regarding the process. Also attached is the funding application. Both can also be found on our website: mechanicsburgnorthrotary.org.

Thank you for your attention and all you do for the community. Should you have any questions, please do not hesitate to contact me or the chairperson of the Philanthropy Committee at funding@mechanicsburgnorthrotary.org.

Sincerely,

A handwritten signature in black ink that reads "Juliet Altenburg".

Juliet Altenburg
President
Rotary Club of Mechanicsburg North

Annual Application for Grant Funding

Operations or Special Projects

Date of Application: _____

1. ORGANIZATION

Legal Name of Organization: _____

Year Founded: _____ Current Annual Operating Budget: \$ _____

Executive Director/CEO: _____ Email: _____

Grant Contact Person/Title (if different): _____

Address (principal/admin office): _____

City: _____ Twp/Boro: _____ Zip: _____

Contact Phone: (O) _____ (C) _____

Website: _____

Has the organization received funding from the RCMN in the past? _____

IRS Tax Determination Status: _____ (attach IRS letter)

2. PROJECT

a. Project Name: _____

b. Purpose (check one): Operations _____ Special Project _____

(max request = \$1,000) (max request = \$500)

c. Amount Requested: \$ _____ Total Project Cost: \$ _____

d. List other major sources/funding partners for project:

e. Full Description of the Funding Request (100 words or less):

f. Special Project/Operational Goals:

g. Budget (attach detailed budget for grant request): \$ _____

h. Impact of Funding (describe who will benefit and number served):

i. Project Beginning: _____ and Ending: _____ Dates

j. Geographic Area to be Served: _____

k. List Rotary Club of Mechanicsburg North members who have provided significant volunteer service to the organization and describe their role:

3. ALIGNMENT WITH ROTARY INTERNATIONAL'S 6 AREAS OF FOCUS:

Choose which of these areas best describes your request:

- Peace and conflict resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development

Rotary Club of Mechanicsburg North
Policy and Guidelines on Nonprofit Organization Funding
2019-2020

Background: Since its chartering in 1990, the Rotary Club of Mechanicsburg North (RCMN) has served the community with grants awarded to nonprofit organizations. Beginning with fiscal year 2019-2020, the process will change, as organizations desiring funding from the club will be required to submit a formal application. That is, nonprofit organizations, even if previously granted funding as part of the annual RCMN budget, will now need to make application and engage in a competitive grants process.

The RCMN Philanthropy Committee will be responsible for conducting the initial review of grant requests, with submission of recommendations to the RCMN Board of Directors for approval.

Summary of Process: Each Rotary fiscal year (July 1-June 30), the RCMN Philanthropy Committee will make available grant applications to local nonprofit organizations within the club's service area, and to local nonprofits that have significant club member volunteer or board involvement. Organizations will have the opportunity to apply for funding of General Operations or Special projects. The grant submission period will be open for a two-month period for Operations Grants (August 1 – October 1), and from July 1 to April 1 for Special Projects grants. Available funding will be determined annually, based upon the RCMN budget allocation for the year.

Funding approval will be based upon:

1. Alignment with Rotary International's 6 areas of focus
 - a. Peace and conflict prevention/resolution
 - b. Disease prevention and treatment
 - c. Water and sanitation
 - d. Maternal and child health
 - e. Basic education and literacy
 - f. Economic and community development
2. Documented nonprofit status
3. Club experience with and/or knowledge of the organization
4. Location of the organization/RCMN member volunteer/board involvement
5. Quality and completeness of the application
6. Demonstration of need
7. Prior year funding history
8. Community impact/number served

Applications considered and accepted by the Philanthropy Committee will be submitted to the RCMN Board for approval. Approved grant funding determinations will be communicated to the requestors and entire RCMN membership.

Requirements of those requesting funds are as follows:

- For funding of Special Projects, applicants must:
 - Submit receipts for materials purchased through the grant. Funding will not occur without submission of receipts first.
 - Submit a written final report indicating how funding was used and how it impacted the organization and the individuals served.
 - Present a verbal report on the mission of the organization and anticipated or completed grant project to the membership, if requested.
- For funding of Operations, applicants must:
 - Submit a written final report indicating how funding was used and how it impacted the organization and the individuals served. (No receipts are required.)
 - Present a verbal report on the mission of the organization and anticipated or completed grant project to the membership, if requested.