**SUN PRAIRIE ROTARY FOUNDATION**

**ANNUAL COMMUNITY SERVICE GRANT**

It is the objective of the Sun Prairie Rotary Foundation to award a group or organization in Sun Prairie or the immediate surrounding area a grant of not more than $5,000 (depending upon investment returns) to be used for a local community project.

The Sun Prairie Rotary Foundation, a 501(3)c tax-exempt organization, was established as the giving arm of the Sun Prairie Rotary Club in 1996 with an initial endowment from the estate of Rotarian Clarence Grundahl. The Foundation operates as a separate entity, with its own By-laws and Board of Directors. The grant amount will be based on the investment returns of the Foundation’s corpus.

Rotary is a non-political, non-sectarian 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. It is dedicated to promoting truth, enhancing goodwill, friendships and being beneficial and fair to all concerned.

**Grants Criteria**

Preference will be given to grant applications to existing projects/organizations or as seed money for new organizations/projects for the following expenditures (listed in order of preference of funding):

* Direct delivery of services to the population served (e.g., medical treatment, counseling, instruction for target population, food, clothing, instructional items, etc.)
* Seed money to start a new project
* Continuation of existing projects
* Purchase of equipment and tangible items for organization related to the direct delivery of services (e.g., computers, copiers, vans, etc.)
* Services and intangibles for the organization related to delivery of services to the population (e.g., staff training, printing of materials for recipients of services, etc.)
* Purchase, lease or renovation of facilities

Funding will not be given for:

* Administrative services and supplies (e.g., salaries and/or benefits, etc.)
* General or operational expenses (e.g., office space rental, office supplies, utilities, telephone, internal newsletter reproduction, etc.)
* Debt retirement

The Foundation will not consider requests for funds to endowment funds or individuals. Consideration will be given to groups or organizations who have not received a grant in previous years.

**Grant Procedures**

Grant application will be due by **Friday January 23, 2015** of the granting year. The Foundation Board will review applications and select the top three for submission to the Sun Prairie Rotary Club Membership. Each of the three finalists will be invited to give a 10 minutes presentation concerning the project to the Membership **Tuesday February 10, 2015** in of the granting year. After hearing each proposal, the Membership will vote on the awarding of the grant. A majority vote will determine the recipient. All applicants will be notified of the grant award within two weeks of the Club Membership presentation.

**Grant Distribution**

This grant will be based upon the application as submitted to the Foundation and the presentation made to the Rotary Membership. Therefore, the Foundation expects that the grant will be expended for the purposes proposed. The grant will be distributed in the following manner:

1. If the grantee has an established account dedicated to the project for which the grant is made, the grant will be distributed to the grantee for deposit in that account;
2. If the grantee has begun the project, and can make immediate use of the funds for the project, the grant will be distributed within one month of award;
3. Otherwise, the grant will be distributed upon notification that either a dedicated account has been created or that there is need for expenditure of the funds for the project; and
4. If for any reason, the grantee does not go forward with the proposed project as stated in the application, the grant funds shall not be expended for any other purpose, without approval of the Board of Directors of the Sun Prairie Rotary Foundation. If changes are not approved or funds are not expended, the grantee may be asked to return the grant funds.

A written report to the Foundation Membership on the project and its impact will be expected within one year of the distribution of the grant. In addition, a presentation to the Club Membership will be encouraged.