APPLICATION FOR GRANT

San Ramon Rotary Foundation
An Activity of the San Ramon Rotary Club

Please complete the Basic Identifying information below and
ATTACH A DETAILED EXPLANATION OF YOUR REQUEST. Include all the material you feel will be
useful in helping the Foundation in evaluating your request.

Date Submitted: _____   Submitted By: (Name/Title) _____

Organization: _____

Address: _____

Website:_____

Mission Statement: _____

Daytime Phone: _____   Email: _____

Amount Requested:_____   Date Required: _____

Please provide a brief description of the purpose of the funds (use separate page if necessary):

_____

_____

_____

If approved, how do you intend to "recognize" the Rotary Club of San Ramon?

_____

If approved, who should the check be payable to? (Include address if different from above).

_____

Rotary Contact (If any)? _____

Please refer to the next page for application requirements and information about our process cycle.

Email your completed application, including any attachments to:

sanramonrotaryfoundation@gmail.com
cc: julie@jbmckinney.com

Eligibility Guidelines

1. Local [San Ramon Valley/Tri Valley] or Regional [Contra Costa County] non-profit agencies with a 501(c) 3 status other than public educational institutions

2. Organizations serving an international community and based in Contra Costa County.

3. Grants are awarded to organizations, not individuals.

4. Grants are for one-time projects or programs, and not for ongoing operating expenses or ongoing programs and services

5. Grant awards are typically between $500 and $2,000.

6. Grantees will be asked to attend a San Ramon Rotary Club meeting to make a presentation on the organization and how the grant will be used.

7. Grantees will be required to promote the San Ramon Rotary Club on electronic and social media, written materials, publicity materials.

8. Organizations will be reviewed by Rotary through Charity Navigator

9. Provide a point of contact between the Agency and the San Ramon Rotary for purposes of scheduling, monitoring, and submitting information.

Application Requirements

1. Organization Name, Contact Person, Email, Address, Phone, Website

2. Organization Mission Statement

3. Amount of Funding Requested and overview of how grant funds will be spent

4. Project Budget showing expenditures and revenue sources

5. Brief description of grant request/grant proposal

6. Purpose and key expected outcomes

7. Who does your organization serve? How many people will be served through this grant?

8. How will the San Ramon Rotary be recognized?

9. List of current Board of Directors

10. Copy or link to Annual Report

Application Cycle

There are two main grant cycles each fiscal year:

      a. Submit starting July 1 and must be received by October 15. Grants are awarded by December 1 – Fall Cycle

      b. Submit starting January 1 and must be received by March 15. Grants are awarded by April 30 – Spring Cycle

      c. The Committee may also receive applications for 'emergency' consideration for projects or programs that are due to unexpected circumstances or natural disasters.

The grants committee will review all applications and make a recommendation to the San Ramon Rotary Foundation Board.

Applicants will receive notice via email from the Grants Committee Chairperson

Those awarded will be scheduled to attend a Rotary Club meeting, receive the check, and make a presentation about the program/service funded by the grant. [Checks can also be mailed, and a presentation can be scheduled later]