

Chico Noon Rotary Club

Special Grants Fund Committee Procedures

The Special Grants Committee of the Chico Noon Rotary Club is headed by two co-chairmen who each serve as the lead chair for one-half of the Rotary year. At the beginning of the Rotary year, the President provides the committee with the annual budget. The budget for 2011-2012 is \$6000.

Individuals and groups requesting grants are e-mailed the Special Grants Fund Policy, with its accompanying Application Form and Evaluation Form (attached to these procedures) to be completed and e-mailed back to the chair. It is then reviewed by the co-chairs and 1 - 2 committee members for a vote.

Due to the sporadic nature of the requests, the committee does not meet in person, but all discussion and voting is conducted via e-mail.

All applicants receive a timely response. If the proposed project is not funded, the reasons are given to the applicant.

Grants are given on a first-come, first-served basis, and the policy is strictly followed..

Special Grants Fund - Policies

The Special Grants Committee of the Chico Rotary Board will base their decisions for funding on the following policies, and will notify the Chico Rotary Board of any action taken.

The use of the Rotary Special Grants Fund must:

- Address humanitarian or charitable causes, or support a community enhancement project.
- Demonstrably benefit more than 6 individuals directly.
- Support a specific project or activity that directly benefits the Chico or Butte County community as a whole.

The project may not:

- Be designed to help any individual(s) to obtain an academic degree or professional enhancement, or to attend seminars, conferences, or international exchanges.
- Involve the establishment of a permanent foundation, trust, or permanent interest bearing account.
- Significantly benefit a Rotarian; an employee of a club, district or other Rotary entity or Rotary International; or a spouse of a Rotary employee.
- Duplicate any existing Foundation or other Rotary sponsored program.

The funds cannot be used to:

- Purchase land or construct buildings
- Support the operating or administrative expenses of any organization, including salaries, or be used as annual support.
- Fund post-secondary educational activities, research or personal or professional development.
- Fund a project as sole support. Additional funding must be identified in the application process.
- Sponsor a fund-raiser for any organization.

- *Support any organization more than two (2) years in a five-year period.*

A completed application must be submitted to the Rotary- Special Grants Committee at least two months prior to the proposed project or service with the following information:

- One paragraph outlining evidence of a community need.
- One paragraph outlining the community involvement and ownership, including, but not limited to, additional financial support received or pledged for the project
- A simple budget showing in-kind contributions and other financial support.
- Request no more than \$1,000 for a project. Recipients may benefit from only one grant.
- An acknowledgment that excess funds remaining at the end of the project will be returned to the Rotary Special Grants Committee within two (2) months of completion of the project.
- An acknowledgment that attribution will be given to the Chico Noon Rotary Club in written or verbal advertising or communication regarding the project and its funding.

Reporting Requirement - The grant recipient must submit a completed project evaluation form to the Rotary Special Grants Committee within two months of project completion. Good action photos of service activities are encouraged, and these photos will be used in Rotary Publications and displays. Excess funds will be returned with the evaluation form.

Attachments:

Application Form

Evaluation Form (*to be developed*)

Chico Noon Rotary Club Special Grants Application

Applicant Contact Information

Name

Organization

Street Address

City

State

Zip

Telephone - Office

Fax

Home

eMail

Project Description - respond in an attachment to the following categories (Limit Each Narrative Response to One Paragraph, please)

1. Description of Community Need
2. Community involvement and ownership, including additional financial support received or pledged.
3. Project Budget: - Include the total cost of the project and indicate other financial support, and specify amount requested of the Special Grants Committee of Chico Noon Rotary Club (not to exceed \$1,000).

Acknowledgments:

A signature below acknowledges that excess Rotary funds remaining at the end of the project will be returned to the Rotary Special Grants Committee; and that attribution will be given to the Chico Noon Rotary club in written or verbal advertising or communication regarding the project and its funding.

I have received and read the Special Grant Funds Policies and will abide by all the terms and conditions set forth.

Date: _____

**Chico Noon Rotary Club
Special Grants Evaluation Form**

[to be developed/attached]