



## COMMUNITY GRANTS GUIDELINES 2017

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*Please review these guidelines thoroughly before completing the grant application form*

1. Qualifying non-profit organizations must be tax-exempt under IRS 501(c) (3) and must serve clients within the boundaries of the City of Pasadena. No grants will be made to grant-making private foundations as defined by the IRS. Funding priorities will be focused on agencies providing direct services to clients, not on pass through grants.
2. A **current member of the Rotary Club of Pasadena** must endorse the application through a written letter of support.
3. **Grants requested must be for a well-defined, specific project** which serves the general Pasadena community. Infrastructure or capital projects that do not directly tie into the proposed project will not be considered. Pasadena Rotary will support nonprofits that demonstrate prudent use of donor dollars. All programs must be completed within one year of receiving the grant.
4. **Grants will not be made more often than two consecutive years** to any organization Applications will be accepted on an annual basis and will not cover multi-year projects.
5. For the next two grant cycles (2017 and 2018), applications will be limited to qualifying non-profit organizations which engage in activities that directly benefit:  
**1. People who are homeless through food and nutrition, employment or training programs OR 2. Community engagement programs in arts and culture.**
6. Note: due to budgetary constraints, grants historically range from \$1,000- \$4,000.
7. The following materials are to be submitted with the application to the Pasadena Rotary Community Grants Program, 556 S. Fair Oaks, Ste. 101, #379, Pasadena, CA 91105. The grant application due date is February 10, 2017 by 5:00PM.
  - Complete Grant Application Form – *please adhere to word count limit*
  - Letter of Support by current Pasadena Rotarian
  - Federal 501(c)(3) tax-exempt status letter
  - Project budget related to the proposed project
  - Organization's current operating budget
  - Current organizational financial statement for the last completed year, audited preferred

**The February 10, 2017 deadline is strictly enforced.**



PASADENA ROTARY CLUB  
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## COMMUNITY SERVICE 2017 GRANT APPLICATION

(PLEASE REVIEW 2017 GUIDELINES PRIOR TO COMPLETING)

This is an editable PDF form. Please type in the spaces provided below, *Save-As* with the applicant's name, print and include along with all required materials (see *Community Grant Guidelines*) to the address listed below. Do not attach additional materials.

Applicant:

Date:

Address:

Fed Tax ID#:

Telephone:

Contact Person/Title:

Email Address:

Organization Mission Statement:

Supporting Rotarian Name:

*Please include a written letter of support*

Amount Requested:

Expected Date of Project Completion:

List all previous grants received from the Pasadena Rotary Club:

Amount

Year

**Project Summary:** In the space below, please provide a summary of the proposed project: *(Limit 250 words)*



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**Project Impact:** In the space below, please provide a description of how the proposed project would impact those in the community: *(Limit 500 words)*

**Evaluation:** In the space below, please describe how the organization will measure and evaluate the proposed project's impact to those in the community: *(Limit 300 words)*

The application and all requested attachments must be received at the post office box of the Rotary Club, no later than **Friday, February 10, 2017 at 5:00PM**. (Note this is a mailbox at the UPS Store on South Fair Oaks in Pasadena, not an actual office. Packages may NOT be hand delivered there). The package may be hand delivered to the club manager at a Rotary meeting, each Wednesdays at Noon at the University Club, or to a member of the Grant Committee by Friday, February 10, 2017 at 5:00 PM as well.

**Mailing Address:** Rotary Club of Pasadena  
Attn: Cathy Simms or Scott Vandrick, Community Grants Co-Chairs  
556 S. Fair Oaks, Suite 101 Box #379  
Pasadena, CA 91105