



COMMUNITY GRANT GUIDELINES 2018

ELIGIBILITY FOR CONSIDERATION

Think about the **PROJECT/PROGRAM** your organization is considering proposing to the Pasadena Rotary Club Community Grants. Then, please answer the following questions:

1. **Is your organization a qualified 501(c)(3) nonprofit or under the fiscal receivership of a qualified 501(c)(3) nonprofit?**
2. **Is the program/project under consideration directly serving residents in the Pasadena area with a focus of homeless services (nutrition/employment skills building) AND/OR community engagement in the arts AND/OR music education?**
3. **Is the program/project under consideration NOT for tangible goods (cars, desks, computers, uniforms, shelving units, refrigerators, etc.)?**

If you answered "YES" to all of these questions, the Pasadena Rotary Club Community Grants welcomes your application (*see below for further details*). If you answered "NO" any of these questions, we thank you for your interest, but your program/project **DOES NOT** fit the Pasadena Rotary Club Community Grants guidelines for this cycle, and your program/project will not be considered for this funding cycle.

1. Qualifying non-profit organizations must be tax-exempt under IRS 501(c)(3) and must serve residents within the Pasadena area. 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** that will serve the Pasadena community and be completed within one year of receiving the grant. Infrastructure projects (general operating, new computer systems, books, equipment, etc.) that do not directly tie into the proposed program or project will not be considered. We are looking to support nonprofits that demonstrate prudent use of donor dollars with proven impact.
4. Grants to any one organization will not be made more often than two consecutive years.
5. For this grant cycle, applications will be limited to qualifying non-profit organizations which engage in activities which directly benefit/assist: 1. Homeless nutrition, employment, **and/or** employment training **and/or** 2. Community engagement in the arts **and/or** music education (*please see Community Grants webpage for focus area definitions and program/project examples*).

COMMUNITY GRANT GUIDELINES 2018 *(continued)*

6. Note: due to budgetary constraints, grants are historically range from \$1,000-\$4,000.
7. Full application packets must be submitted by either .PDF or US mail or hand delivered by Friday, February 9, 2018 at 5:00pm. **PLEASE SEE APPLICATION FOR DELIVERY DETAILS – NO LATE SUBMISSION WILL BE ACCEPTED.**

Full application packets include:

- Complete Grant Application form *(please note word limit)*
- Letter of Support by current Pasadena Rotarian
- Copy of 501(c)(3) determination letter
- Budget for the proposed project
- Current year general operating budget

The Friday, February 9, 2018 at 5:00pm deadline is strictly enforced. No grant application will be accepted after this date. No grant application may be submitted to any Community Grants committee member or Pasadena Rotarian. Please follow the submission instruction on the Pasadena Rotary Community Grants application form.

Thank you for your interest in the Pasadena Rotary Club Community Grants.