



## PAROLE ROTARY ANNAPOLIS, MD

Rotary Club of Parole  
PO Box 6827, Annapolis, MD 21401  
[www.Parole-rotary.org](http://www.Parole-rotary.org)

### PAROLE ROTARY FOUNDATION 2018 GRANT APPLICATION GUIDELINES

The Parole Rotary Foundation is pleased to consider grant applications from local nonprofit organizations that address the needs of children in Anne Arundel County. Individual grant awards can be up to \$5,000. **Proposals are due by midnight on March 16, 2018.** This document describes how to prepare and submit an application. It's easy to apply!

#### 1. THE ROTARY CLUB OF PAROLE - SERVICE ABOVE SELF

**Rotary** is an international organization of business and professional leaders united through a shared commitment to humanitarian service. Rotary has about 1.2 million members worldwide. Rotarians are dedicated to fostering goodwill and peace around the world while upholding high ethical standards in the conduct of our vocational and professional endeavors. Rotary is Making a Difference.

The Rotary Club of Parole is a club located in Annapolis, Maryland and has approximately 65 club members. As a service club in the regional Rotary District 7620, Parole Rotary members support a wide range of causes through hands-on volunteering that make a direct impact on our local and international community. The club provides the opportunity to become connected to the local community, work with others in addressing community needs, and interact with community professionals, governmental leaders and local schools. Our club's vision is, "We will make a positive difference for youth today, so they will make a difference tomorrow."

The Rotary Club of Parole meets on Tuesday morning at the Doubletree Hotel in Parole, Annapolis. Our meetings start at 7:30 a.m. and last one hour on most Tuesdays and include breakfast. Please join as our guest and learn more about ways to become involved with our club. More information can be found on our website, <http://parole-rotary.org>.

The Parole Rotary Foundation was established by the Rotary Club of Parole to support programs that focus on the needs of our local community. The Foundation is primarily funded by member donations and club fundraising activities. One hundred percent of foundation funds go directly to supporting non-profit organizations. Funds for the 2018 grants program were raised by members parking cars at the Navy home football games during the fall 2017 season.

#### 2. ABOUT THE FOUNDATION GRANT PROGRAM

The Parole Rotary Foundation Grant Program seeks to fund organizations working within Anne Arundel County that focus on education, art, health, and welfare for families and children. We seek to fund activities that contribute directly to children's benefit and build capacity to address children's needs in Anne Arundel County. Recognizing the impact of the opioid crisis on children, this year an added emphasis is placed on education, treatment and services for children affected by drug addiction in the county. Applications addressing other children needs are also welcome, as in previous years.



**Parole Rotary Foundation gives priority to proposals that:**

- Address important needs of children in Anne Arundel county without duplication of services
- Are financially viable and maximize the impact of funds in the community
- Provide evidence of support from and/or experience working with the targeted population
- Engage in effective collaboration/partnerships to maximize impact
- Demonstrate strong organizational capacity
- Describe and deliver measurable outcomes.

**The Foundation Grant Program does NOT fund:**

- Endowments or capital improvements
- Event tickets or sponsorships
- Annual drives or fundraising events
- Participation in banquets, reception, and out-of-town conferences
- Purchase or lease of vehicles
- Housing development or rental assistance
- Political activities/lobbying
- Sectarian religious activities.

The period of performance for the proposed effort should fall between June 2018 – May 2019. Applicants will be notified by May 18 and funding dispersed by June 8.

Previous and current grantees may reapply for programs previously/currently funded but will only be considered if they demonstrate substantial progress toward success by the grant application due date. Organizations may submit only one application during any grant cycle year.

Parole Rotary views its grant recipients as partners in our community. Recipients are invited to a breakfast meeting to receive their grant checks. A 'site visit' is conducted during the program to assess progress and explore options for further collaboration. A final report is required that describe program accomplishment at the conclusion of the grant program.

### **3. ELIGIBILITY**

Applicants must be non-profit organizations with 501(c) (3) status.

### **4. APPLICATION REQUIREMENTS**

All applications are required to contain the following information. Applications received that do not contain one or more of the following elements are subject to be rejected as non-compliant.

#### ***i. Grant Application Cover Page***

The application cover page contains summary information about the organization and the proposed program for which grant funds are requested. A brief < 20-word descriptive title of the proposed program is required on the cover page. The Grant Application Cover Page template is in Section 7 of this document.



## ***ii. Narrative***

The proposal narrative may be up to **2 single-space typed pages** in greater than 10-point font and 1-inch margins. The narrative must include the following information.

### **1. Program Summary (~3 sentences)**

Provide concise summary of proposed objective(s), target beneficiaries, and anticipated impact(s).

### **2. Program Detail**

Provide a comprehensive description of the program's implementation by addressing the following:

- Program implementation including staffing, management and spend plans
- Description of participants/beneficiaries of the program (number, ages, gender, and geographic area served), recruitment and retention plans, and any relevant costs for participants, e.g. fees, transportation, etc...
- Outcome metrics used for defining program success.

### **3. Organization Description**

Provide mission statement and brief history of organization. Describe qualifications of the organization and key personnel to achieve stated objective(s) by addressing the following:

- Experience of your organization
- Alignment of program's objectives to organization's mission
- How volunteers will support the program
- Partnerships/collaborations with other organization in the county.

## ***iii. Budget form***

Provide budget information on the Grant Program Budget Form.

## ***iv. Other required forms***

Provide copy of 501(c)(3) certificate.

## **5. EVALUATION CRITERIA**

Applications are evaluated in context to the following criteria. Selections are made to achieve a balanced grants portfolio. Award amounts are sometimes adjusted from that proposed.

### **A. Community Impact**

How does the proposed objective(s) address unmet needs in Anne Arundel County? How does program complement existing services? Are the anticipated outcomes and methods for evaluating program's success clearly defined? What relevant experience or research justifies why this grant is needed now?

### **B. Alignment with Rotary Foundation Goals**

How does the application respond to the needs of children in Anne Arundel County? Do the proposed objectives and implementation plan maximize the impact of Parole Rotary funds in the community? Is there an approach for collaboration/partnerships with Parole Rotary to maximize impact? Is the applicant a viable community partner? Does the applicant draw



upon matching funds and/or volunteers to meet program objectives? Is the proposed program sustainable beyond the grant?

**C. Potential for Success**

Is the level of funding requested commensurate with the stated objective(s)? Is the implementation plan well defined? Does the staffing and management plan support stated objectives? Is there evidence of support from experience working with the targeted population? How has the applicant performed on previous (Rotary) grants?

**6. HOW TO SUBMIT YOUR PROPOSAL {Update with input from Scott Meyers}**

The application must be submitted in portable document format (PDF). The filename must indicate the name of the submitting organization.

Applications must be emailed as an attachment to [ParoleRotaryGrants@gmail.com](mailto:ParoleRotaryGrants@gmail.com). Applicants will receive email notification confirming receipt of their grant application. The subject line of the email should clearly state that the email contains a grant application.

Applications must be received before midnight on **March 16, 2018**.

Questions regarding the Parole Rotary Foundation grants can be addressed to the Grants Committee Chair, Ms Prue Clendenning at [ParoleRotaryGrants@gmail.com](mailto:ParoleRotaryGrants@gmail.com).

**7. GRANT APPLICATION FORMS**

These forms are provided on the following pages:

- Grant Application Cover Page
- Grant Program Budget Form



### 2018 Parole Rotary Application Cover Sheet

Name of Organization: \_\_\_\_\_  
Parent Organization (if different): \_\_\_\_\_  
Name of Executive Director: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Federal ID# \_\_\_\_\_ Maryland DLLR# \_\_\_\_\_  
Total Organization annual budget: \_\_\_\_\_

Program Name: \_\_\_\_\_  
Name of Program Director \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Program Budget: \_\_\_\_\_ Amount: Requested from Parole Rotary \_\_\_\_\_

Brief descriptive title (20 words or less) of your proposed program:

Estimated number of AA county residents to be served by Parole Rotary Grant \_\_\_\_\_

Population served – check all that apply:

General population  Low income/welfare  Homeless  Student

Other-specify \_\_\_\_\_

Ages served – check all that apply:  All  <12  13-19  20-34  35-65  >65

Date Program will begin \_\_\_\_\_ Date Program will end: \_\_\_\_\_

Primary category of request – check one category

Education  Arts  Health/Welfare

Previous Parole Grantee:  No  Yes Grant Year(s) \_\_\_\_\_

By signing below, you affirm that your organization does not discriminate by race, creed, gender, sexual orientation, age, religion, disability, or national origin.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date



## GRANT PROGRAM BUDGET FORM

Name of organization: \_\_\_\_\_

Title of Program: \_\_\_\_\_

Date Program will begin: \_\_\_\_\_ Date Program will end \_\_\_\_\_

	Program Line Item <sup>1</sup>	Line item cost <sup>2</sup>	Request From Parole Rotary <sup>3</sup>	Non-Parole Rotary Program Contribution <sup>4</sup>	Name of contributing sources
<b>A.</b>	<b>Labor (list personnel positions)</b>				
	Sub-total Labor				
<b>B.</b>	<b>Direct Program Costs<sup>5</sup></b>				
	Sub-total Direct Costs				
<b>C.</b>	<b>TOTAL COST (A+B)</b>				

**NOTES**

1. Show labor and direct program costs separately; provide description of line-item costs.
2. Describe line item cost, e.g. 50 hrs @ \$20/hr, 50 lunches @ \$8/lunch, ...
3. Show cost of line item requested from grant.
4. Show line-item contribution to program from other sources; name of contributing source.
5. Direct Program Costs: e.g. Professional fees, travel, equipment, supplies, printing, rental fees, other.

**OPTIONAL SUPPORTING DOCUMENTATION**

Attach up to one additional page that justifies the cost of requested budget.