

## **GROVE ROTARY FOUNDATION GRANT APPLICATION GUIDELINES**

Applicants shall use the following guidelines to determine grant eligibility as well as minimum information to be included with the grant application. A check list is also attached to ensure that the application is complete prior to submittal.

### **1. GUIDELINE PRINCIPLES FOR GRANT CONSIDERATION**

- a. The Grove Rotary Foundation Mission Statement is “to promote education, charitable and scientific activities.” It will fulfill this function within the guiding principles of Rotary.
- b. The focus of the Grove Rotary Foundation’s charitable distribution is to provide financial support to local organizations that serve the public.
- c. Organizations applying for grants must enhance the City of Grove, Delaware County and the Grand Lake Area while embracing the concepts of accessibility, fairness, inclusiveness and diversity included in the guiding principles of Rotary.
- d. Preferential funding may be given to ongoing charitable projects of The Grove Rotary Club.
- e. The funding requests should represent defined projects or programs including specific requests for material, equipment, etc.
- f. In evaluating equivalent requests, they will be prioritized based on proximity to Grove with the priority being 1) the City of Grove 2) Delaware County and 3) the Grand Lake Area.
- g. The project or program should be under the direction of a local organization or local affiliate.
- h. All charitable requests must be submitted to the Board by sponsoring, current member of the Grove Rotary Foundation (whose membership is identical to that of the Grove Rotary Club). The sponsoring member should be available to assist the Board in communicating with his/her proposed recipients. This may include approval or denial of the request as well as scheduling of presentation to the membership and/or Foundation Board.

### **2. WHAT THE GROVE ROTARY FOUNDATION WILL NOT FUND**

- a. Individual Sponsorships
- b. Organizations outside of the Grand Lake area
- c. Ongoing operating expenses
- d. Political projects or those that are primarily related to political causes
- e. Religious organizations for religious purposes
- f. Sabbatical leave or scholarly research
- g. Costs already incurred
- h. Endowments and debt reduction
- i. Fundraising events unless sponsored or co-sponsored by the Grove Rotary Foundation
- j. A commitment to more than one year’s funding

### **3. WHAT THE COMMITTEE WILL NEED FROM APPLICANTS**

- a. A completed application form received by the committee no later than November 1 for the following calendar year beginning January 1. The application must include the name of the Rotarian sponsor, and be accompanied by the sponsors letter of support.
- b. The committee may require addition documentation to justify and support the request, such as bids, estimates and/or project budgets
- c. If the request is over \$1,000, more information may be necessary. Based on the complexity and size of the project, this could include a mission statement, by-laws, list of board members, budgets, annual income and expense statements, other funding and 501(c)(3) documentation.
- d. Grant recipients should be willing to speak at a Grove Rotary meeting during the year to educate Rotarians about what their organization does for the community.
- e. Grant recipients should make arrangements to have a representative of their organization receive the grant in person at a designated Grove Rotary Meeting.
- f. Application can be found at [www.groverotary.org](http://www.groverotary.org)

### **4. FOLLOW UP**

Funded Grant applicants will be asked to provide timely accounting documentation as to how their money was spent (which could include receipts). The Committee Chairperson will set appropriate deadlines for this documentation based on the anticipated timeline for the project. The assistance of the Grant sponsor may be requested in order to acquire the necessary information. Recipients who fail to properly report and account for expenditures may be denied future grant funding.