Pasadena Rotary International Projects Grant Process

Grant Proposal Process

1) Proposed grantee expresses interest in writing or in person to a committee member regarding a potential project. The grantee is encouraged to fill out the grant proposal form or submit a separate form answering the same questions.
2) Committee member forwards them the grant proposal process and a grant proposal form to be filled out.
3) Grantee returns the completed form to the committee chair(s).
4) Committee chair (s) reviews the form to ensure it is complete and meets the IPC mission. Further discussion may occur if needed.
5) If it meets the mission, the grantee will be invited to the next scheduled IPC meeting (if possible) to give a presentation regarding the project. Presentations will be approximately five minutes with another 5 minutes for questions and answers. Visuals are encouraged but grantee is required to bring their own AV equipment, handouts, etc. They will bring 10 copies of the completed grant proposal form to hand out to committee members.
6) The proposal will be shared with the committee in advance of the presentation and meeting.
7) IPC will discuss and vote at meeting. If more information is needed, the grantee will be asked in person or in writing and then the vote will occur during the next meeting. If there are any other grantees or involved parties in the room at the time, they will be asked to leave during the discussion.
8) Grantee will be notified in writing of the committee decision. This can be done by the chair (s) or assigned to another committee member.
9) Once approved by the IPC, the chair(s) submit the check request to the Club Administrator with a copy to the President.
10) Within 12 months of the selection, the grantee will be asked to submit a written follow up report to include how the money was spent. This should include a short description how the money was used, the results of the project, the impact of the project, project plans for the future. Visuals should be attached as well if applicable. Grantee may be invited to a Wednesday meeting to give a formal presentation to the club.

Grant Requirements

1) Grantee must be a 501c3 or an International equivalent, or already partnering with another Rotary Club that has experience with the project.
2) Must complete the project and spend the money within 12 months of being notified of the grant.
3) Must provide a follow up report within 12 months of the grant award. This should include a description how the money was used, the results of the project, the impact of the project, project plans for the future. Visuals should be attached as well if applicable.
4) Preference will be given to Pasadena Rotary member supported projects and projects that align with the Pasadena Rotary mission and yearly priority.

About Rotary International

Rotary is a global network of 1.2 million neighbors, friends, leaders, and problem-solvers who see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves.

Solving real problems takes real commitment and vision. For more than 110 years, Rotary's people of action have used their passion, energy, and intelligence to take action on sustainable projects. From literacy and peace to water and health, we are always working to better our world, and we stay committed to the end.

The Rotary mission is to provide service to others, promote integrity, and advance world understanding, goodwill, and peace through our fellowship of business, professional, and community leaders.

Rotary members believe that we have a shared responsibility to take action on our world's most persistent issues. Our 35,000+ clubs work together to:

- Promote peace
- Fight disease
- Provide clean water, sanitation, and hygiene
- Save mothers and children
- Support education
- Grow local economy