



## ROTARY FOUNDATION OF DUVALL

A 501 c (3) nonprofit organization  
P O Box 1962, Duvall, WA 98019

### PROCESS – GRANT APPLICATIONS

#### Invitation:

The Rotary Club of Duvall (RCD) and the Rotary Foundation of Duvall (RFD) invite Club and community members to apply for a grant. Applications for consideration are available at [www.duvallrotary.org](http://www.duvallrotary.org). Funding Guidelines, Criteria, Policies and Procedures and Grant Cycle documents are also available from a RFD member.

Applications for funding must address one of Rotary's six areas of focus:

1. Peace and conflict resolution
2. Disease prevention and treatment
3. Water and sanitation
4. Maternal and child health
5. Basic education and literacy
6. Economic and community development

Timeline and primary responsibility indicators are in a separate document.  
The Sponsor must be an active member of the Rotary Club of Duvall.

#### STEPS TO APPLY FOR AND RECEIVE A GRANT FROM RFD:

1. **Present** (*Applicant/Sponsor*) the project at a RCD regular Wednesday morning meeting that has been confirmed one month in advance
2. **Complete** (*Applicant/Sponsor*) application and include a RCD member as sponsor.
  - RCD members may also be the Applicant
  - Consideration for including other clubs to participate may be indicated
3. **Submit** (*Applicant/Sponsor*) completed application to the RCD Community Services Committee (CSC) for acceptance and rating based on the approved system (electronic version is preferred although hard copy accepted)
  - CSC reviews project for appropriateness for District 5030 Matching Grant
  - CSC will also review for consideration of other Rotary Clubs in the District to participate
4. **Submit** (*CSC*) application with their rating to the RCD Board of Directors



# ROTARY FOUNDATION OF DUVALL

A 501 c (3) nonprofit organization  
P O Box 1962, Duvall, WA 98019

5. **Review** (*RCD Board*) the application - changes, approves or denies application
  - Board action is submitted to the RFD for action if indicated
  - Applicant and Sponsor are informed of action of the RCD Board
6. **Approve** (*RFD Board*) and or modify the application
  - RFD Board notifies applicant and RCD Sponsor of action
7. **Request** (*RFD Board*) press coverage via press release and for check presentation
8. **Write** (*RCD Sponsor*) completion report and share with RFD and RCD membership
9. **Present** (*Applicant/Sponsor*) project results and use of funds at RCD regular Wed. a.m. meeting

## Notes:

1. The process is adjusted when a matching grant from District is requested and approved.
2. This document accompanies the RFD “Funding Guidelines, Policies & Procedures”, the CSC “Timeline for Grant Cycle and Responsible party” and the “Rotary Foundation Grant Application”.
3. Questions and assistance needed – please visit [www.duvallrotary.org](http://www.duvallrotary.org), or email [duvallrotaryclub@gmail.com](mailto:duvallrotaryclub@gmail.com).

Approved: \_\_\_\_\_  
Rotary Club of Duvall President

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Rotary Foundation of Duvall President

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Community Services Committee Chair

Date: \_\_\_\_\_