

## **Sunrise Rotary Grants Program**

### **Application Process**

The Sunrise Rotary Club of Cranbrook provides grants to local organizations that support the betterment of our community. These grants require an application that meets the requirements established by our organization.

**Grant Application Process:**

- Applicants must submit a Grant Request form (see attached)
- Submit a one page cover letter further explaining why the organization's request should be considered. Specifically, how will the activity/program to be funded benefit the organization or the community?
- Grant Request forms will be evaluated by the Grant Committee and judged on how closely they meet the selection criteria
- Grant applications are reviewed as they are received by the Club.
- Grant applications may request any amount of funding; however, the allocated funds may differ than the request based on the funds available and the Grant Committee's discretion.

**Notification:**

- Organizations will be notified (via email or phone) within 3 weeks of receiving the application. A delay in notification may occur if the application is received near holiday times (i.e.: Christmas, Thanksgiving, etc)
- Typically, grant requests range from \$500 to \$2000. Applications requesting greater than \$2000 in funding are reviewed by the entire Sunrise Rotary Club prior to approval. This may also delay notification.
- It is understood that if the grant is received, a representative from the receiving party or organization will attend a regularly scheduled Rotary meeting to be presented with the allocated funds and to give a "Thank You" to the club. The organization must also be agreeable to have any photographs or written information regarding the grant allocation shared on Rotary social media.
- Organizations will also be required to provide a short report on the grant at the end of the program/project.

**Exclusions:**

- The Sunrise Rotary club does not make donations to individuals, political parties, or government agencies. We do not contribute to organizations administrative costs including wages of employees.
- Grant allocations are considered one-time funds and cannot be provided for on-going expenses. However, one organization may make multiple requests for funding.

**Questions:**

Please contact:

Please email the Club President

## Grant Request Form

Date of Application: \_\_\_\_\_

Organization/Group/Person Requesting Funds:

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

### **Grant Information:**

Description/title: \_\_\_\_\_

Overall Project/Program cost: \$ \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Funds Needed by: \_\_\_\_\_

Purpose for which funds will be used (please be very specific):

Specifically how will the dollars be used (check all that apply):

- Start up support
- Materials

- Travel
- Other, explain \_\_\_\_\_

Should the requested Grant include any type of Club membership assistance, labour, construction or other, please request:

Have you and/or your organization previously received a grant from Sunrise Rotary?

- Yes
- No

If so, approximately when \_\_\_\_\_ Amount: \_\_\_\_\_

## Rotary Use:

Date Received: \_\_\_\_\_ Date Reviewed by Committee: \_\_\_\_\_

Comments

Committee Members Votes: .

Approved: \_\_\_\_\_ Amount Approved: \_\_\_\_\_

Notice Sent: \_\_\_\_\_

Rotary Meeting Presentation: \_\_\_\_\_

Application Denied: \_\_\_\_\_