
Community Service Mission Statement

Service is the very core of Rotary's character. Rotarians recognize the importance of giving back to the community. Particular emphasis is given to helping children, families in need, the aged, the disabled, and those in vulnerable circumstances. Additionally, projects that improve the quality of life for the community is of high importance to our membership.

Community Grants

The Rotary Club of Rohnert Park-Cotati is frequently the recipient of requests for funding or other assistance to support local service-related organizations. As such, the club strives to provide assistance whenever possible. This may entail limited financial assistance and/or member labor if the tasks fall within our skillset. The Board of Directors evaluates all requests for financial and other support, making formal recommendations as to the distribution of funds and membership assistance. Local funds that are designated must meet the overall goals and objectives of Rotary International and the Rotary Club of Rohnert Park-Cotati.

Guidelines

1. The Board of Directors will review each Community Grant application that is submitted for consideration. Our funding mechanism covers the current fiscal year of July 1 to June 30th. All projects that are funded during the current fiscal year in which funds are disbursed must be completed during that time period. Our intent is to assist as many organizations as possible with the limited amount of funds available. Emphasis is placed on assisting organizations who have projects that coincide with our mission statement and that incorporates Rotary involvement. We are not able to just be a funding mechanism to support organizations, so there needs to be a Rotary nexus to those requesting funds or assistance.

Specifically:

- a. Projects that support the development of youth and the necessary skills needed to help them become productive adults.
- b. Projects that support senior citizens.
- c. Projects directed toward helping the socially or economically disadvantaged become more self-sufficient.
- d. Projects by organizations that are not supported by large foundations or have their own significant fundraising efforts.
- e. Projects that initiate programs or start-up situations where a small contribution can make an impact.

- f. Individuals who have needs that are in keeping with the current missions of Rotary, such as Polio Plus and Education.
 - g. Projects/programs that serve the communities of Rohnert Park and/or Cotati
2. The Board of Directors designates funds each year to Community Service projects. Funding to a single organization or project does not normally exceed \$1,000 per year. Funding is for one Rotary year only, July through June, and cannot be used for a general fund or ongoing expenses.
 3. College level scholarship funds are available only through the club scholarship program.
 4. The Board of Directors does not as a general rule favor funding to:
 - a. Religious organizations for religious reasons
 - b. Major capital fund drives or endowment funds
 - c. Any political or lobbying activity
 - d. Athletic or social organizations (individual funding is possible)
 - e. Basic or applied research
 - f. Special events, tickets and fundraising benefits
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Funding or labor assistance request procedures

1. All requests for funding or labor assistance must be submitted in writing using the grant application form.
2. Requests are accepted throughout the year and there is normally a cutoff date specified for applications to be considered. Disbursement of grant funds are normally completed between the February through April time period
3. Notification of approval or denial of funding or labor requests will come from a member of the Community Service Committee or a board member of the Rotary Club of Rohnert Park-Cotati. Sometimes clarification may be necessary to evaluate a request and that will also be communicated to the requesting person or organization.
4. **NOTE:** A final report is required on how the funds were spent, the measurable community impact made and/or how our labor force was utilized. Please provide copies of any publicity that resulted from our assistance.
5. As a condition of the funding, the recipient organization(s) may be required to partner with the club in the completion of local projects or fundraisers. Funding/labor assistance applications should be mailed to:

Rotary Club of Rohnert Park-Cotati
Attn: Community Service Director
P.O. Box 1564
Rohnert Park, CA 94927-1564



Club of Rohnert Park-Cotati

P.O. Box 1564
Rohnert Park, CA 94927
707) 228-0364

- Local Community Service Funding Application
- Local Community Service Labor Application
- Both

Organization / Individual Name: _____

501c3 status ? Yes No Other Non-profit status Yes No

Organization Address: _____

Phone Numbers: Work _____ Cell _____
 Fax _____ Other _____

Contact Person: Name _____

 Title _____

Project title and brief description: _____

Location and size of group served: _____

Amount requested from the Rotary Club of Rohnert Park-Cotati _____

Total project cost or annual budget if funding is requested _____

Will the amount requested be more than 25% of the total cost of the project?

 Yes No

Other sources of funding applied for this project/budget _____

Signature _____

Date _____

Please answer the following questions to help the Board of Directors determine a recommendation for funding and/or assistance. Please type these answers on a separate piece of paper and attach.

1. What is the purpose of the project? What specifically does it accomplish? What problems will be solved by the use of the requested funds?

2. Who else in the community is working with you or working on the same problem or project?

3. Specifically, how will our funds be used?

4. Is there a plan for media exposure and what is your plan to contact them? What is your plan for publicly recognizing the contribution of the Rotary Club of Rohnert Park-Cotati?

5. If you plan on requesting more funds in the future, please describe briefly the sufficiency of this funding. Is this a multi-year request?

6. Is there anything else you would like to tell the Board of Directors?

Additional items to attach:

- The organization's IRS letter of determination
- The organization's board of directors
- The organization's most recent annual financial statement

If this is an individual request, please attach a letter of support from a nonrelative familiar with your situation, such as a doctor, therapist, teacher, or coach.

Completed Applications should be sent to:

Rotary Club of Rohnert Park-Cotati
Attn: Community Service Director
P.O. Box 1564
Rohnert Park, CA 94927-1564