

Dear Grant Applicant:

Thank you for your interest in receiving a grant from the **Rotary Club of Carmel-by-the-Sea**. We receive numerous requests each year and take pride in being able to provide many organizations with support.

We have established some criteria to help us evaluate grant requests. This letter is to acquire information we need to consider a request. However, the information you provide is not a guarantee of funding.

While we would like specific information to help us assess your grant request, we ask that you please keep your information brief. Please do not send any additional information, brochures, or videos, as they slow down the evaluation process.

1. Letter of Intent- One to two page brief summary to include:
 - a. Specific amount of the grant request.
 - b. Provide a summary of what the funds will be used for; some quantifiable goals, and objectives of what you plan to accomplish.
 - c. Identify the contact person, phone, mailing and email address.
 - d. If your organization is new the Rotary Club of Carmel-by-the-Sea, briefly explain the mission of the organization and who is served.
 - e. If this a specific, one-time project: How else will project be funded? What are the plans for sustainability?
 - f. If the grant is for operating support: What percent of the overall program budget does the request represent?
2. Organization must be 501 c-3, please provide documentation if this is first grant request
3. Financial information
 - a. An abbreviated current fiscal year operating budget
 - b. Balance sheet
 - c. Project budget, only applicable for a specific one-time project
4. Other required information:
 - a. List of Board of Directors
 - b. List of key staff

Timing – Grants are reviewed the last week of February, May, August and November. Please submit your request by the first day of those months to be considered in that quarter's grant cycle. Only one grant request will be considered in a twelve month period.

Notification and compliance - We request feedback via a brief report within one year from grantees who receive \$5,000 or more, describing that the funds were spent as requested and the program's outcomes.

Please note the Rotary Club of Carmel-by-the-Sea does not fund the following: Events, Individuals, For Profit Organizations, Political Action, and Religious (Non-Project Based) or Lobbying Organizations.

Thank you for following these guidelines and we wish your organization success in the period ahead.

Mail requests to:
Rotary Club of Carmel-by-the-Sea
PO Box 774
Carmel, CA 93921

Sincerely,
Awards and Grants Committee
Rotary Club of Carmel-by-the-Sea

www.rotarycarmel.org