

COMMUNITY GRANT GUIDELINES 2021-2022

ELIGIBILITY FOR CONSIDERATION

Think about your **ORGANIZATION** and please answer the following questions:

1. **Is your organization a qualified 501(c)(3) nonprofit or under the fiscal receivership of a qualified 501(c)(3) nonprofit?**
2. **Is your organization directly serving residents in the Pasadena area with a focus on the arts* as its core mission?**

If you answered “YES” to these questions, the Pasadena Rotary Club Community Grants welcomes your application for 2021-2022 (*see below for further details*). If you answered “NO” either of these two questions, we thank you for your interest, but unfortunately your organization **DOES NOT** fit the Pasadena Rotary Club Community Grants guidelines for this year’s cycle and will not be considered.

**Arts is defined as creative work generally in the making or doing of things that have form and beauty: art includes painting, sculpture, architecture, music, literature, drama, dance, etc.*

1. Qualifying non-profit organizations must be tax-exempt under IRS 501(c)(3) and must serve residents within the Pasadena area. No grants will be made to grant-making private foundations as defined by the IRS. Funding priorities will be focused on agencies providing direct services to clients, not on pass through grants.
2. A current member of the Rotary Club of Pasadena must endorse the application through a brief, written letter of support.
3. **These year’s grant cycle will be awarded to nonprofits for GENERAL OPERATIONS** that serve the arts field of the Pasadena community. We’re interested in how your organization has navigated through the pandemic and your plans for the future. Organizational request for capital projects (new computer systems, cars, horses, books, electronic equipment, etc.) will not be considered. We are looking to support established nonprofits that have historically demonstrated prudent use of donor dollars with proven impact.
4. Grants to any one organization will not be made more often than two consecutive years.
5. For this grant cycle, applications will be limited to qualifying non-profit organizations which serve the arts field.

COMMUNITY GRANT GUIDELINES 2021-2022 *(continued)*

6. Grants amounts range from \$2,000-\$6,000 depending on organizational budget size and proven track-record of community impact. Nonprofit institutional history within the city of Pasadena as well as with the Pasadena Rotary Club will also be considered.
7. Full application packets, scanned into an emailable .PDF format must be submitted by Monday, February 7, 2022 at 5:00pm. **PLEASE SEE APPLICATION FOR DELIVERY DETAILS – NO LATE SUBMISSION WILL BE ACCEPTED.**

Full **scanned .PDF application packets** must include:

- Complete Grant Application form (*please note word limit*)
- Letter of Support by current Pasadena Rotarian
- Copy of 501(c)(3) determination letter
- General Operating Budget for the organization
- Current financial statement or audited financial statement

Please follow the submission instruction on the Pasadena Rotary Community Grants application form. Once your application packet is complete, please scan into a single PDF document and rename – for example: ***[YOUR ORGANIZATION_Pasadena Rotary Community Grants Application 2022]***

Thank you for your interest in the Pasadena Rotary Club Community Grants.

IMPORTANT NOTE: PLEASE READ

The Monday, February 7, 2022 at 5:00pm deadline will be strictly enforced. No grant applications will be accepted after this date. No grant applications may be submitted to any 1) Community Grants committee member or 2) Pasadena Rotarian or 3) dropped off at the University Club. Unfortunately, those applications will be immediately disqualified.