



Grant Guidelines

The following guidelines will assist you in preparing a grant application to the Rotary Club of South Pasadena. Be sure to include an accurate description of your project and if awarded, how funds would be used.

- ☐ Qualifying organizations must be non-profit and tax exempt under IRS 501 (c) (3) regulations and serve clients within or adjacent to the City of South Pasadena.
- ☐ No awards will be made to grant-making private foundations as defined by the IRS.
- ☐ An active member of the Rotary Club of South Pasadena must endorse the application.
- ☐ All grants requested must be for a specific project that will enhance the requesting organization and be of service to South Pasadena and adjacent communities. Include any non-cash support such as labor or participation at fundraising events in your request.
- ☐ Individual grants will not exceed \$1,000 for any one year.
- ☐ The Community Service Committee will personally evaluate each grant request and make recommendations to the Board of Directors for final approval.
- ☐ **Grant applications and all supporting documentation must be submitted digitally to RotaryClubOfSouthPasadena@gmail.com by March 1, 2018.**

The Community Service Grants Committee will review all requests with recommendations made to the Board of Directors.

Awards will be presented at the Tuesday, April 10th, 2018 Rotary Club of South Pasadena meeting.

Grant recipients are expected to deliver a one-page report on funds utilization and the project outcome within one year after receiving an award. **2017 recipients must complete this requirement to be considered for a 2018 grant.**