



## **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](mailto: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 10<sup>th</sup>, 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.**