THE DENVER ROTARY CLUB FOUNDATION
2023-24 GRANT APPLICATION PACKET

Application Deadline: February 21, 2023

Please review the enclosed cover letter, and the Denver Rotary Club Foundation (DRCF) General Granting Policies and Procedures which are attached, prior to completing your application

Instructions:

1. Complete the application in its entirety. With the exception of the Narrative portion (Page 3), this application is provided in a writeable .pdf format for your convenience.

   Also provided is the Colorado Common Grant Application if you choose to submit this application type. (See "Alternative Application Checklist" below for more information.)

2. Submit completed application, including all required attachments, to the Denver Rotary Club Foundation.
   - You may submit your application (including all required attachments) via email to lauren@denverrotary.org.
   - Or, you may mail or deliver your application (including all required attachments) to: Denver Rotary Club Foundation, 1385 S. Colorado Blvd, Suite A-304, Denver, CO 80222

Questions:

Any questions regarding the Denver Rotary Club Foundation's application process should be directed to the Foundation's Executive Director/COO Lauren Mast, at (303) 893-1919, ext. 108 or lauren@denverrotary.org.

Confirmations and Timeline:
- An email confirmation will be sent to the contact listed on the application upon receipt of your completed application. If you do not receive a confirmation message, we have not received your application.
- Funding decisions will be formally approved in **mid-March 2022.** Grant awards will be disbursed in July 2022 at the earliest.

Application Checklist: *(Please check each box to ensure all items have been completed/provided)*
- ☐ Application Summary Sheet Form (use the one-page form found on Page 2 of this packet)
- ☐ Application Narrative, not to exceed four one-sided pages. Follow the instructions on Page 3 of this packet. Please label this narrative by sections, in the following order:
  - ☐ Background
  - ☐ Purpose of Grant
  - ☐ Collaborations
  - ☐ Rotary Involvement
  - ☐ Evaluations
  - ☐ Financial
  - ☐ Optional Additional Narrative Information
- ☐ Financial Attachments (See form on Page 4 of this packet).
  - ☐ Organizational operating budget for the current fiscal year showing both revenues and expenses.
  - ☐ Year-End Financial Statements, including a Statement of Financial Position (Balance Sheet) and a Statement of Activities (Income and Expense Statement/Profit and Loss).
  - ☐ Sources of Income Table (Complete form on Page 4 of this packet).
- ☐ *Do not include any additional attachments other than the financial attachments requested.*

Alternative Application Checklist: This year DRCF will accept the "Colorado Common Grant Application" form. Should you choose to use it please add a memo answering these questions:

- ☐ Has your organization/project received grant support from DRCF in the past?
- ☐ If yes, did your organization/project receive grant support from the DRCF this past year?
- ☐ If yes, what was the amount of your grant award?
- ☐ How were funds expended? *(If you have not fully expended the grant, please explain plans to expend the grant before the end of the grant period. Or, if you are requesting unspent funding to be carried over to the next year, please indicate amount.)*
- ☐ What has been the involvement of Denver Rotarians in your organization, if any. Or what are the opportunities for Rotarian involvement (your board, fundraising or direct program involvement).

THE DENVER ROTARY CLUB FOUNDATION
GRANT APPLICATION SUMMARY SHEET
(Summary Sheet Responses are limited to this single page only)

Organization/Contact Information:

Legal Name of Organization:	
DBA (if applicable):	
Mailing Address:	
Phone:	Fax:	EIN:

Rotary Club Nominating Member (or Committee) *if applicable*:
Organization Contact Name:
Organization Contact Title/Position:
Organization Contact Email:

Proposal Request Information:

Program/Project Name:	
Amount of Request:	Requested Start Date: *(Month/Year)**
Geographic Area Served:	
Type of Support:	☐ General Operating ☐ Program/Project

*Earliest possible funding start date is July of the current year.

Denver Rotary Club Foundation Grant History:

1. Has your organization/project received grant support from the DRCF in the past? ☐ Yes   ☐ No

2. If yes, did your organization/project receive grant support from the DRCF this past year? ☐ Yes ☐ No

3. If yes, what was the amount of your grant award?

4. How were funds expended? *(If you have not fully expended the grant, please explain plans to expend the grant before the end of the grant period. Or, if you are requesting unspent funding to be carried over to the next year, please indicate amount.)*

5. What were the key outcomes/accomplishments achieved as a result of this grant? *(Include numbers served. Do not exceed the space provided on this single Summary Sheet Form page.)*

THE DENVER ROTARY CLUB FOUNDATION
GRANT APPLICATION NARRATIVE INSTRUCTIONS

In a maximum of four one-sided pages, please answer the following questions. Please label each section of your proposal narrative using the seven categories presented in bold in the text of these instructions. Organize the sections in the following order: Background, Purpose of Grant, Collaborations, Rotary Involvement, Evaluations, Finances, and Optional Additional Narrative Information.

1. Background

Please describe the mission, history, and overall goals of your organization. Briefly discuss current major programs. Please include population demographics targeted as well as the unduplicated number of clients served during the most recently completed fiscal year.

2. Purpose of Grant

Historically the Denver Rotary Club Foundation has awarded both general support and program-specific grants. However, beginning in 2015, we specifically request that grant applications be program-specific.

- If you do request general operating support, please explain how this grant would be used to further your mission and programs of your organization. And why your request is not program-specific. For example, we would be willing to consider a grant specifically targeted to retaining one or more technical experts to help with governance improvements, independent fundraising development efforts, and the like.
- If your request is for a specific program/project, please describe the program, the community need it addresses, and the target population to be served. Be sure to include numbers to be served and/or impacted as well as pertinent demographics such as race/ethnicity, economic status, gender, or other important defining characteristics that describe your target population.

3. Collaborations

Please describe your organization's most significant partnerships or interactions with other organizations, Denver Rotary programs and other efforts as follows:

- For program/project requests, address this section with respect to collaborations that help you carry out the specific program/project.
- Describe other relationships (if any) your organization/program or beneficiaries have with other DRCF funded programs; for example, RYLA, HS Scholarships, College Counseling, Youth Exchange, Junior Achievement.

4. Rotary Involvement

Please describe active Denver Rotarian involvement in your organization/program. How many Rotarians are involved, and in what capacity (such as Board participation, fundraising and events, or direct program participation/direct service)? Who is involved? How has this involvement contributed to the success of your organization's mission or the success of this specific project? If involvement has been limited, please outline opportunities for additional Rotary engagement.

5. Evaluations

- If you are requesting general operating support, please summarize: a) your organization's overall approach to evaluation and how it is used to inform organizational practice; and b) key evaluation results that demonstrate the organization's impact. Indicate the time frame for the results you outline.
- If you are requesting program/project support, please describe: a) how impact is measured on an ongoing basis for the specific project and how it is used to inform program practice/improvements; and b) key evaluation results/findings that demonstrate the effectiveness of the specific project.

For example, please provide explicit documentation and dialog concerning what outcomes are sought, aided by this grant, how those outcomes are measured, most especially the efficiency and effectiveness of their accomplishment. Please provide concrete examples and data support.

6. Finances

Discuss your organization's strategy for obtaining financial support from other sources to carry-out your work. If you received a grant from the Denver Rotary Club Foundation in the past, please describe whether you were able to leverage the grant to obtain additional funding (including amounts), as well as indirect grant funding from other DRCF Grantees. Tell us how, with this grant and/or with personal Rotary involvement, we can help you to develop additional funding sources. *Do not forget to include the requested financial attachments as described in the Application Checklist on page 1 of this Grant Application packet. Those documents do not count toward your four-page narrative limit.*

7. Optional Additional Narrative Information

If there is any other relevant information you wish to provide in support of this request, please do so in this section. Optional information may include recent major accomplishments, challenges of the organization, uniqueness of the Board and/or staff, statistics or studies that demonstrate community need, program effectiveness and impact, etc. *Please keep in mind that this must be contained within the four-page limit for the Application Narrative.*

THE DENVER ROTARY CLUB FOUNDATION
FINANCIAL ATTACHMENTS

Please attach the following three financial components:

1. Organizational operating budget for the current fiscal year showing both revenues and expenses.
2. Year-End Financial Statements, including a Statement of Financial Position (Balance Sheet) and a Statement of Activities (Income and Expense Statement/Profit and Loss).
3. Sources of Income Table (Complete form below).
   - For General Operating Requests, please complete this table for the organization as a whole, based on the most recently completed fiscal year.
   - For Program/Project Requests, please complete this table for the specific program/project and indicate whether this is for the current or most recently completed program/project year or, in the case of new programs/projects, for the proposed program/project year.
   - Categories may be modified to fit your organization's funding sources.

Legal Name of Organization:		
Type of Application: ☐ General Operating ☐ Program/Project	If Program/Project, does this table represent: ☐ Most recently completed program/project year ☐ Current program/project year ☐ Proposed program/project year	
Total Revenue Amount this table represents:	$	FYE:

Sources of Income Table

Percentage	Funding Source
%	Government Grants or Contracts
%	Foundations (Other than Denver Rotary Club)
%	Business
%	Events
%	Individual Contributions
%	Fees/Earned Income
%	In-Kind Contributions
%	Denver Rotary Club Foundation
%	Other
100%	**TOTAL (must equal 100%)**