

Grove Rotary Foundation Grant Application Information

The purpose of the Grove Rotary Foundation's charitable giving distribution is to provide financial support to local non-profit organizations. Please review the following information to determine if your grant would qualify for consideration.

Guideline principles for grant consideration:

- The Grove Rotary Foundation Mission Statement is "to promote education, charitable and scientific activities." Each grant will fulfill this function within the guiding principles of Rotary.
- Organizations applying for grants must enhance the City of Grove, Delaware County and/or the Grand Lake Area while embracing the concepts of accessibility, fairness, inclusiveness and diversity included in the guiding principles of Rotary.
- Grant requests should represent defined projects or programs including specific requests for materials, equipment, etc.
- In evaluating equivalent requests, they will be prioritized based on proximity to Grove with the priority being 1) the City of Grove; 2) Delaware County; and 3) the Grand Lake Area.
- The project or program should be under the direction of a local organization or local affiliate.
- All charitable requests must be sponsored and submitted by a current member of Grove Rotary.

What the Grove Rotary Foundation will not fund:

- Individual Sponsorships
- Organizations outside of the Grand Lake area
- Ongoing operating expenses
- Political projects or those that are primarily related to political causes
- Religious organizations for religious purposes
- Sabbatical leave or scholarly research
- Costs already incurred
- Endowments and debt reduction
- Fundraising events unless sponsored or co-sponsored by the Grove Rotary Foundation
- A commitment to more than one year's funding

What the committee will need from applicants:

- a. The grant application must be completed in MS Word (hand-written grants cannot be accepted). Grants must be emailed to the Rotarian who is sponsoring the grant along with a current budget or a detailed list of all sources of revenue and expenditures, and a bid or quote for items to be purchased. The Rotarian sponsor must email all requested information to the Charitable Contributions Committee by Midnight on November 30th.
- b. The committee may require additional documentation to justify and support the grant request, including additional bids, estimates and/or specific project budgets. Based on the complexity and size of the project, the committee may request by-laws, list of board members, other funding and 501(c)(3) documentation, etc.
- c. Grant recipients should be willing to speak at a Grove Rotary meeting during the year to educate Rotarians about what their organization does for the community.

- d. Grant recipients should make arrangements to have a representative of their organization receive the grant in person at a designated Grove Rotary Meeting.
- e. Application can be found at www.groverotary.org

What the committee will need from the sponsoring Rotarian:

The sponsoring Rotarian shall gather the following information from the grant applicant and submit a grant to the Rotary Charitable Contributions Committee:

- Current grant application document with all questions answered and/or fields completed with detailed and accurate information.
- Copy of quotes or documentation supporting the costs for grant expenditures (i.e. if requesting to purchase laptops for a classroom, provide quote from vendor, if grant includes printing, supply copy of printing quote, etc.).
- Acknowledge that grant application has been approved by authorizing entity (i.e. Board of directors, school principal, etc.).
- Acknowledge that successful grant applicants will be required to document how the grant funds were expended prior to the next grant cycle.
- Sponsoring Rotarian must complete the final page of the grant application and email the following to groverotaryccc@gmail.com by 10 PM on November 1st.

FOLLOW UP

Funded Grant applicants will be asked to complete an online form to submit information on the success of the grant, along with receipts and documentation as to how the grant funds were spent. Recipients who fail to properly report and account for expenditures may be denied future grant funding.