



## Rotary Club of Battle Creek Grant Guidelines

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**Purpose:** Grants from the Rotary Club of Battle Creek support organizations in the Battle Creek area. Grants are awarded quarterly based upon the availability of funds. Grant requests should fall within the focus areas of education, youth programming, health/human services, or senior services.

### Guidelines:

- Rotary grants are generally \$500 or less.
- Requests must have an exempt purpose as defined in IRS Section 501(c)(3).
- Grants for organizations outside of Battle Creek are generally not considered unless there is clear demonstration of a benefit to the Battle Creek community.
- Applications for religious activities, endowment fund, buildings, fundraising, operational costs, scholarships or activities that inure to the benefit of an individual (i.e. educational travel, student exchanges, camp scholarships), or for political purposes will not be considered. Faith-based organizations whose project does not have a religious purpose and whose project impacts the broader community are eligible to apply (i.e. homeless feeding programs, a church-based preschool).
- There is no limit to the number of grant requests any one organization may submit or receive annually. However, the Club seeks to support a variety of projects in our community in order to have the greatest impact.
- Funding will not be considered for projects that have been completed prior to the date of the application. Funding of pre-award costs to a project is also ineligible.
- All grant recipients are required to attend a Rotary meeting where they will be presented with the check for their project.
- Applications received after the due date for the quarter will not be considered. Applications that miss the quarterly due date may be considered in the next funding cycle but a new application will be required.

**Deadlines:** Applications are reviewed on a quarterly cycle based on its fiscal year. Applicants will be notified within 30 days following the application deadline. The deadlines are as follows:

<i>Fiscal Quarter</i>	<i>Application Deadline</i>
1 <sup>st</sup> Quarter	July 1
2 <sup>nd</sup> Quarter	October 1
3 <sup>rd</sup> Quarter	January 1
4 <sup>th</sup> Quarter	April 1

**Reporting:** Grant recipients agree to provide a summary of the project once completed. This report is due within four weeks of project completion. The report should include what the funds were used for, how they contributed to the program goals/outcomes, and (optional but desired) a photo with signed releases for use by the Rotary Club of Battle Creek for outreach and promotion, including on social media.

**Submitting:** Applications can be emailed (preferred) to [grants@battlecreekrotary.org](mailto:grants@battlecreekrotary.org) or mailed to Rotary Club of Battle Creek, Attention: Grant Chair, PO Box 2254, Battle Creek, MI 49016.

**Information:** For more information contact Nicole DuPont at [grants@battlecreekrotary.org](mailto:grants@battlecreekrotary.org).