

Community Grant Review Process

Summary:

The Community Grant Application must be submitted by a Carmel Rotarian on behalf of a charitable community organization. The Carmel Rotarian will be the sponsor for the organization as the application goes through the entire process. The Rotarian may not be a salaried employee of that organization, however. They may volunteer with that organization or serve on their board but cannot benefit financially. The organization does not need to be a 501(c)(3) to apply.

Two donation cycles will be established each year. Funds for the donations will be set in the budget, as approved by the Board. Each grant will be capped at \$1,000 per organization. Organizations may apply for amounts under \$1,000. Organizations may be awarded only one grant in a twelve-month period.

A review committee will make individual recommendations and rankings, with the committee chair summarizing all rankings. The committee will make the final decision, which will go before the Board during a Board meeting as notification.

Grant Guidelines:

This is a competitive grant. Applicants should demonstrate a genuine need for the funding, deliver high impact in terms of those affected, and/or the ability of the grant to serve as a catalyst for additional funding from other sources. Funds may not be used to pay regular staff. Preference will be given to organizations who serve the underserved/underprivileged groups in Carmel or Hamilton County.

One of our goals is to reach new groups and not continually fund the same organizations. Organizations who regularly receive Carmel Rotary grant funds may be at a disadvantage. The organization must be in Central Indiana and provide their charitable service for Central Indiana.

The following areas of focus will be prioritized but not necessarily in the order listed:

- Peace and conflict prevention/resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development and/or enhancements
- Poverty and hunger

Application and Rating Process Details:

The Community Grant Application should be completed by a club member in conjunction with the applying charitable organization. A club member sponsor is required for an application to be accepted for consideration. Forms must be complete and legible, or they may be rejected from consideration. Note: the club sponsor shouldn't be in a position of a conflict of interest with the organization.

Grant deadlines are March 1 and September 1. The committee will rank, meet/discuss and present the decision to the Board within 6 weeks after the deadline. The decision will be announced to the club and the applicants.

Grant guidelines will be detailed in the current application for each year. Significant changes to the guidelines will need Board approval.

Scoring sheets will be completed by each committee member ranking all the applicants from one through the last applicant. Committee members will also recommend full funding or an appropriate amount. Reviewers can recommend the applicant for different Club funding or a District grant if they feel that is a better placement. Rankings and recommendations will be submitted to the Committee Chair.

Committee members will meet to review the rankings and debate/discuss each application. An average will be calculated for each donation request and final ratings will be determined, along with the amount to be awarded to each qualifying applicant. In general, the higher the ranking, the higher the amount funded.

Committee Chair will notify the Board of the final decision at the next Board meeting. Once notification has been made, the results are made public to the club. The Committee Chair also acts as a point person for any questions from applicants regarding approved or non-approved requests. The Committee Chair will notify all applicants of the results of the review session.