



Serving Delaware, Ohio since 1928

GUIDELINES FOR GRANT APPLICANTS

The Rotary Club of Delaware Foundation (RCDF) is a charitable grant-making fund organized by the Rotary Club of Delaware in Delaware, Ohio, that is used exclusively for charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986 (the "Code).

Purpose:

The RCDF makes contributions primarily to support local community needs, although the foundation's granting authority is flexible enough to support other projects deemed by the Foundation's board to qualify for charitable, educational and other philanthropic purposes.

Grants disbursed by the RCDF primarily are targeted as outlined below. Grants are for specific short-term projects, on-time events or one-time needs. Grants may not be awarded to organizations for multiple or successive years. Grants will not be awarded for general operating needs of an organization.

Grant eligibility:

To receive a grant from RCDF, organizations must meet the following requirements:

1. Nonprofit organizations. The grantee organization must be:
 - a. A non-profit organization in compliance with Section 501(c)(3) of the Code, or
 - b. If the grantee is not a non-profit organization as described above, the RCDF board shall exercise due diligence in determining eligibility for any grant.
2. Proximity. Grant applicants should focus on projects that generally are within Delaware County.
3. Type of projects. When applying for RCDF funding, it is important for organizations to understand that the RCDF does not normally fund multi-year projects, operating expenses, or annual budget items. It focuses on specific, one-year that support priorities of the Rotary Club of Delaware.
4. Areas of Focus
 - a. Health
 - b. Education
 - c. Welfare
5. Religious and Political organizations. It is not the RCDF's intent to award grants to religious or political organizations. However, grant request for organizations that are sponsored or affiliated with religious organizations will be considered if they meet the purpose of the RCDF, as described above.
6. Club Member Sponsor. Applications should be sponsored by a member of the Rotary Club of Delaware.

Generally, the RCDF accepts requests for grants from \$100 to \$1,000, with the majority of grants being between \$100 and \$500.

Grant selection and disbursement process:

The RCDF uses the following process to award grants to qualified nonprofit organizations:

1. The Delaware Foundation Board Chair. The Chair will accept, consider and make recommendations to the RCDF Governing Board on grant applications received on a periodic basis, as outlined below.
2. Grant pool. At the beginning of each fiscal year, the Chair will receive information from the RCDF's Governing Board about the amount of money expected to be released for grants for that fiscal year.
3. Grant approval cycle. The Chair will accept, review, and make recommendations for grants as they are received from July 1st to June 30th of the fiscal year.
4. Applications will be reviewed at the next scheduled meeting of the RCDF Governing Board.
5. Once the decision is made to fund or deny the grant request, the applicant will be notified and grant monies will be disbursed within a month of the date of the meeting.

How to apply for a grant:

Interested organizations must submit a cover letter and a completed Grant Application form. This letter should be no longer than two pages and should include the following:

- The purpose for which funds are being requested;
- A summary of the plan of action or proposed activities;
- Intended result;
- The amount requested with a simple budget attached.

Grant request may be submitted either electronically or via U.S. Mail to:

RCDF Governing Board Chair
Liz Owens, President
1000 Alpha Drive
Delaware, Ohio 43015
LizOwens@alphagroup.net

For more information

Contact the President of the Rotary Club of Delaware, who changes each July 1, or the Club's Secretary (www.delawarerotary.org)