



## SANIBEL-CAPTIVA ROTARY TRUST FUND

PO BOX 686  
SANIBEL, FLORIDA

DECLARATION OF TRUST July 6, 1981  
CLUB CHARTERED MARCH 18, 1980

# San-Cap Rotary Trust Fund Board Calendar and Procedures/Guidelines

July 1, 2024 - June 30, 2025 -Rotary Year (RY) 25

### Calendar:

#### July

Receive Funds from Club - Set RY Budget, including budgets for the Fall and Spring Grant Cycles. Receive Scholarship Committee Recommendations for the Fall Semester. Transfer funds from Vanguard account for granting.

#### August

Identify Potential Grant Applicants from Club Members and Establish Priorities/Focus Areas. Issue Announcement Letter for Fall Grant Cycle

#### September

Receive Grant Applications.

#### October

Review/Approve Grant Applications and Announce to Club Membership.

#### November

Chairman Authorizes Disbursement/Treasurer Issues Grant Checks.

#### December

Issue Mid-Year Report to Club President and Membership

#### January

Review Global/District Grant Opportunities. Receive Scholarship Committee Recommendations for the Spring Semester. Send check to Rotary Foundation for members as of 12/31.

#### February

Identify Potential Grant Applicants from Club Members and Establish Priorities/Focus Areas. Issue Announcement Letter for Spring Grant Cycle

#### March

Receive Grant Application.

#### April

Review/Approve Grant Applications.

#### May

Chairman Authorizes Disbursement/Treasurer Issues Grant Checks

#### June

Trust Board Issues Annual Report to Club President and Membership. Review Global/District Grant Revise/Update Procedures

## *Procedures and Guidelines*

### **A. Budget**

1. All funds budgeted for the year will be transferred to the Trust Board by the Club Treasurer around July 1 of the new Rotary Fiscal Year (RY).
2. The budgeted funds will encompass prior RY funds raised and designated funds from "Happy Bucks" or other sources. The Club Treasurer will identify those charities designated during "Happy Bucks" and ensure Trust Board grants equal to or greater to those charities. Checks below \$250 will not be issued, if "Happy Bucks" do not total \$250 in any fiscal year, the amount designated for an organization will be added to monies for an organization with a similar mission and disbursed together.
3. Previous year approved commitments, "Happy Bucks" designations, and anticipated proposals, such as District Grants, Global grants, scholarships, District and Club initiatives, and Rotary International Initiatives, will be reserved in the RY budget.
4. A contingency allowance is typically set aside for emergencies or unforeseen needs.
5. Other incoming funds, such as matching grant rebates or other sources, will be added to the contingency allowance.
6. The Club treasurer will be responsible for emergency collections that will then be processed by the Trust Board after a vote of the Trust Board.
7. Generally, 3-5% of the Vanguard Fund will be transferred to the Trust Operating Account on July 1 of each year to supplement funds available for grants.

### **B. Grant Solicitation:**

1. Letters with a link to the grant application forms will generally be emailed to previously approved non-profit organizations, offering the opportunity to submit grant proposals. Club members will be asked to suggest other worthy charities that could receive letters inviting grant application submissions. Other organizations may have been identified in the prior RY through club presentations or requests.

2. Generally, the Trust Board distributes grants among local, national, and international charities.

### **C. Grant Approval Guidelines Not Associated with District/Global Grants**

1. To maintain a fair and consistent evaluation process, all grant applications will be evaluated at the fall or spring Trust Board approval meeting with members recusing themselves as appropriate.
2. All grant requests must be submitted electronically via a link on the club website. Emailed grant requests will not be accepted or considered.
3. Standard grant rating sheets will be used to ensure a consistent and subjective review of grant applications based on the merits and focus of the project and the organization itself.
4. Grant amounts will generally not exceed \$5,000 per grant cycle. Typical grant size is \$1,000- \$3,000.
5. Organizations generally may only apply for one grant cycle per Rotary year for a specific project or purpose.
6. Applications submitted after the required date will not be considered and must be resubmitted for the next grant cycle.
7. The Trust Board will email each grantee roughly six months after checks are mailed to request that the follow-up grant proceeds Progress Report (form attached) be completed and submitted to the Trust Board prior to their next grant application. The organization will not be eligible for a further grant if the written Progress Report is not submitted.
8. Incomplete applications will generally not be considered.
9. Generally, the Trust Board will only fund specific projects submitted and managed by the organization requesting the grant money.
10. Generally, areas of Focus used in scoring grants relate to the applicant's mission, the project or the purpose itself.
11. Exceptions will be considered only in the case of extenuating circumstances.

**D. Global and District Grants**

1. Global and District Grant considerations are generally received from the Club President or a Club member spearheading the Rotary grant process.
2. Global and District Grants will be addressed as presented and approved on their merits and focus.