

SANIBEL-CAPTIVA ROTARY TRUST FUND

PO BOX 686
SANIBEL, FLORIDA

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

Grant Distribution Process Procedure No. 1806.01

I. The Process

- a. All funds budgeted for the year will be sent to the Trust Board by the Club Treasurer by July 1 of the new fiscal year (FY). This will encompass prior FY funds raised as well as designated funds from “Happy Bucks” or other sources.
- b. Prior commitments or anticipated proposals, such as District Grants, Global grants, scholarships, District and Club initiatives, Rotary International Initiatives, and previously approved disbursements, will be reserved in the FY budget and provided as those proposals are approved or come due.
- c. A contingency allowance will also be aside to be used for emergency or unforeseen needs. Also, other incoming funds such as matching grant rebates or other sources will be added to the contingency allowance.
- d. It is not necessary to spend all funds within the FY. If any are remaining they are carried over to the next FY’s budget.
- e. At the beginning of each FY, the Trust Board will decide what funds, if any, should be reserved for distribution in the 2nd half of the Trust Board Distribution Process.
- f. Letters, with grant applications forms, will be sent to previously approved agencies, offering the opportunity to submit grant proposals. Club members will be asked to suggest other possible worthy organizations to receive letters inviting the submission of a grant application. Other organizations may have been identified in the prior FY through club presentations or through requests of the members or the Club Board.

II. The Timeline/Steps

- a. 1st Cycle FY Approval and Granting Session
- b. June 1- The Board identifies the list of organizations to receive an invitation letter and grant application. The Secretary sends letters with applications to agreed upon organizations.
- c. July 1- The Board agrees upon the budget identifying total funds received from the Club Treasurer, prior commitments, contingencies and remaining funds for distribution.
 1. August 1 - Applications are due back to the Trust Board. As applications are received they are assigned an identification number by the Board Secretary. The Secretary maintains a log of applications.

Form Date: April 24, 2017 (draft July 24 2018)

2. August/September - Review of grant applications. A scoring sheet will be used to rate each application and all Trust Board members will rate each application. A few club members at large will be asked to participate in the scoring process. Average scores will be computed and these will be used in final assessments.
3. October 1 – Grants announced. The Club Board and Club members are advised of the results. Letter of advice with grant checks are sent by the Secretary and Treasurer.
4. The progress report form is sent with the check and is due in 6-12 months. A final report is required from an organization before a new grant will be approved.

d. 2nd Cycle FY Approval and Granting Session

All applications not meeting the deadline or approval during the 1st Cycle will be considered during the 2nd Cycle session.

1. February 1 - The Secretary sends letters with applications to previously agreed upon organizations such as newly identified organizations or organization not receiving grants during the 1st Cycle.
2. April 1 - Applications are due back to the Trust Board. As applications are received they are assigned an identification number by the Board Secretary. The Secretary maintains a log of applications.
3. April/May - Review of grant applications. Each Board Member is assigned grant applications. A scoring sheet will be used to rate each application and all Trust Board members will rate each application. A few club members at large will be asked to participate in the scoring process. Average scores will be computed and these will be used in final assessments.
4. June 1 – Grants announced. The Club Board and Club members are advised of the results. Letters of advice with grant checks are sent by the Secretary and Treasurer. The progress report form is sent with the check and is due in 6-12 months. A final report is required before a new grant will be approved.

III. When in conflict this procedure replaces all previous grant application and distribution processes and procedures. This procedure is subject to the provisions of the Sanibel-Captiva Rotary Trust Fund Declaration of Trust.