

GENERAL GUIDELINES FOR GRANTS

The Buffalo Rotary Foundation awards grants to tax exempt organizations organized and operated exclusively for religious, charitable, scientific, literary or educational purposes or for the prevention of cruelty to children or animals. Grant requests are reviewed and recommended to the membership by the Public Service Committees: Community Affairs and International Service. The Service Survey Committee then reviews all recommendations in order to insure compliance with grant requirements. Rotarians participate by voting on requests at our semi-annual Club assemblies in November and May. The Board of Directors has ultimate responsibility and authority regarding grant approvals which are, after being acted upon, sent to the Buffalo Rotary Foundation's Board of Trustees for their consideration and action.

Application deadlines are July 15th and January 15th. Final disposition is made December 30 and June 30.

The Buffalo Rotary Foundation is looking to fund projects that:

- Primarily serve youth and families that live, learn, work, or play in the city of Buffalo.
- Provide for the acquisition of necessary equipment, facilities or capabilities.
- Do not exceed \$10,000
- Will have a positive impact on the community for more than one year.

The Buffalo Rotary Foundation does NOT fund:

- Capital building campaigns of \$100,000 or more.
- Large public/private entities like universities or hospitals that have other ample opportunities for philanthropic support.
- General operating expenses.
- Annual programming costs.
- Sponsorships, galas, or other fundraising events.
- Disposable items or funds for normal repair and maintenance.

Grant applications must include the following:

1. Completed Buffalo Rotary Foundation grant application with supporting documentation.
2. Must demonstrate a clear need for funding by the supporting materials including a budget, three years audited financial statements and a list of past and present funding sources to demonstrate organization's viability.
3. The project must align with Rotary's mission (see next page).
4. A business plan for the project which provides reasonable assurance of its success and sustainability.
5. A commitment to provide a report of results upon the project's completion.
6. If the project is intended to last longer than one year, applicant must demonstrate that the project is sustainable after grant funds have been expended.

Funding Considerations:

1. Seed money for new, worthy and effective projects, particularly when resources from others are not forthcoming.
2. Projects which include meaningful personal involvement of Rotarians and their partners in their roles as community volunteers.
3. Projects that build personal values cherished by Rotarians and others, such as high ethical standards, a concern for others, tolerance, a sense of self esteem, seeking of full potential, and a realization of the importance of working for goodwill and peace.
4. Projects that propose to help satisfy a significant need, which is not yet being adequately met, and which has the potential to galvanize Rotary interest and public respect.
5. Projects which impact upon a large number of people, locally or world-wide.
6. Help underserved populations, especially children.
7. Provide significant public recognition for Buffalo Rotary.

ROTARY CLUB OF BUFFALO MISSION STATEMENT

To create an association of business, professional and community leaders committed to high ethical standards, community service, world understanding and goodwill.

ROTARY CLUB OF BUFFALO VISION STATEMENT

The Rotary Club of Buffalo will fulfill a vital role in the ongoing renewal of our community as we develop and support sustainable programs. We will be a catalyst requiring cooperation and participation between government, business and society. We pledge ourselves to increase awareness of Rotary ideals while encouraging and providing opportunity for participation within our Club and by partnership with others. Rotary will turn its vision into action through cooperative economic, environmental health and educational initiatives. Rotary meetings and events will provide our diverse membership an opportunity for social interaction, camaraderie and discussion of topical issues. The Rotary Club of Buffalo will be driven by one vision: SERVICE ABOVE SELF.



Rotary

Buffalo Rotary
Foundation, Inc.

BUFFALO ROTARY FOUNDATION GRANT PROJECT INFORMATION

Name of Organization: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Website: _____

Email Address _____

What is the mission statement of your organization?

How long has your organization been in existence? _____

501(c)3# _____ (Attach a copy 501(c)3 designation letter to original copy) Has your organization applied for and received funds from Buffalo Rotary? _____ If yes, what was the amount and the date of the funding? _____ Does your organization receive funds from the United Way? _____ % of total budget? _____

Does your organization receive government support? _____ % of total budget? _____

What is your organization's total annual budget? _____

Project Overview. Explain the need and purpose of funding request including the resulting benefits and impact on organization if not funded - (Continue on one additional page in proper sequence if necessary):

Funding amount requested? \$ _____ Total project cost: \$ _____

Project Overview. Explain the need and purpose of funding request including the resulting benefits and impact on organization if not funded - (additional info):

BUFFALO ROTARY FOUNDATION GRANT PROJECT INFORMATION, continued

Date funding is needed _____ There are times that the Buffalo Rotary Foundation does not have available the dollars requested, but may still be interested in supporting part of the request.

Can the dollars requested be decreased and the project will still be considered a success? YES _____ NO _____

If yes, breakdown the proposal to indicate same. There are other funds pending and/or committed to support this proposal within a designated time frame? YES _____ NO _____ Nature of the request for funds: Capital _____

Program _____

Goods and Supplies: _____ Is this a new project? _____

If not, how long has it been in existence ? _____

Number of individuals and geographical areas served by this project: _____

How have you or will you measure the success of this project? _____

What is the timetable for this project? _____

How do you plan to publicize Buffalo Rotary if this request is funded?

What other support does/will this project receive (ie. matching funds from other foundations, in kind contributions, etc.)?

What other foundations have you approached to fund this project? _____

Is there an opportunity for Rotarians to participate with this project? _____

If yes, explain:

Are there Rotarians on the board of the organization or connected to the project? _____

(Note: If your project is funded, please be prepared to make a written follow-up report to Rotary within six months of the award)

SUPPORTING DOCUMENTATION CHECKLIST

- _____ Most recent annual Financial Statements prepared by an independent certified public accountant for most recent completed fiscal year (audited or unaudited)
- _____ List of officers and board of directors
- _____ Two capital project bids
- _____ Business plan with budget
- _____ Annual Report
- _____ I.R.S. 501(c)(3) Not-For-Profit determination letter

**SUBMIT ONE HARD COPY OF APPLICATION AND RELATED DOCUMENTS,
IN ADDITION, ONE EMAIL COPY TO:**

EMAIL: sara@buffalorotary.org

HARD COPY TO: Buffalo Rotary Foundation
14 Lafayette Square, Suite 2200
Buffalo, NY 14203