

## Community Grant Guidelines

### **Mission Statement**

The Rotary Club of Clovis is committed to providing service and support to community groups and activities. The following information describes the guidelines and procedures for the award of funds by the club.

### **Applications**

Submit your completed form by mail or email to the Community Grants Committee of the Rotary Club of Clovis. The submittal address and e-mail are on the last page of the application.

### **Selection Process**

1. The Community Grants Committee is composed of five members of the Rotary Club of Clovis, with at least one member serving also on the Board of Directors.
2. The Committee reviews all requests and makes recommendations for funding to the Board of Directors.
3. The Board acts upon the Committee's recommendations at its regular monthly meetings. The Board reserves the right to act on an emergency request at other times.

### **Guidelines for Grant Awards**

The following guidelines are used by the Committee in making recommendations to the Board of Directors:

1. The grant will benefit Clovis Community preferably or at least focus on the Fresno Metropolitan area.
2. The grant will benefit as large a number of people as possible.
3. The grant will support a specific project or activity instead of being a part of the general operating funds of the applicant.
4. The applicant is not receiving a high level of support from the United Way or other funding source for the request.
5. The applicant is providing some of the resources necessary for the project or activity.
6. The request will not discriminate based upon race, creed, color, sex, or religious affiliation.
7. The request will provide visibility by the community to the efforts of the Rotary Club of Clovis.

### **Recipient Commitment**

1. The recipient makes the commitment to provide a follow-up report to the Rotary Club of Clovis within a reasonable time period after a grant award.
2. The recipient makes the commitment to provide a "thank you" video showcasing their project and the impact of the Rotary Club of Clovis Community Grant. The recipient gives the Rotary Club of Clovis the right to use the video in any way they choose. Rotary Club of Clovis considers its request for a video a requirement. Failure to provide the requested video in a timely manner will result in the recipient being deemed "not in good standing" and ineligible for any future transactional relationship.
3. The recipient agrees to return all grant funds awarded, if not used on the project as specified on the application within one year.

## Community Grant Application Form

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Applicants for project support are to provide the following minimum information.  
Additional information can be attached to this application.

Please fill out this form completely then mail or email a copy.

Name of Project: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone (     ) \_\_\_\_\_ - \_\_\_\_\_

Briefly Describe Project and Objectives, use additional space if needed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who will benefit from this project? \_\_\_\_\_

\_\_\_\_\_

Number of individuals (estimate if necessary) to be served by this project? \_\_\_\_\_

Where is the project located? \_\_\_\_\_

Who will carry out the project? \_\_\_\_\_

## COMMUNITY GRANT APPLICATION FORM (cont.)

What is the proposed budget for this project?

INCOME:

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL INCOME \$ \_\_\_\_\_

EXPENSES:

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL EXPENSES \$ \_\_\_\_\_

What amount of funding is being requested from Clovis Rotary? \_\_\_\_\_

What funds have been or will be received from other sources? in what amounts?

SOURCE:

AMOUNT:

_____	\$ _____
_____	\$ _____
_____	\$ _____

If this project or organization is new, once it is started, how will it be maintained or sustained?  
 What will be the future sources of funding?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If this grant is approved and funded, monies will be used for the purpose requested or grant monies will be returned.

Submitted by: \_\_\_\_\_ Phone (     ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Return completed application by mail or e-mail:

**Rotary Club of Clovis**  
 Attn: Grants Chair, Katie Olsen  
 P.O. Box 496  
 Clovis, CA 93613-0496

kolsen@mcpheeters.com

For Rotary Club of Clovis Use		
	Amount	Date
Grants Committee: \$ _____	_____	_____
Board of Directors: \$ _____	_____	_____
Check # _____ \$ _____	_____	_____
Acknowledgment video received	_____	_____
Project report/status/impact received	_____	_____