



Anaheim Rotary

Rotary Club of Anaheim, CA · Chartered Sept. 1, 1921 · Club #818

Procedure for Submission and Approval of Rotary Grant Applications

All requests for funding of any and all programs solicited by way of a Grant Application to the Rotary Club of Anaheim must be submitted and approved in the following manner:

1. All Applications for Grant funding must be submitted utilizing the approved Grant Application form regardless of the amount requested. No requests for Grant funding will be honored without such an Application being completed in full.
(A minimum of 15 copies of the application must be submitted by the applicant)
2. All completed Applications must be submitted to the Grant Applications Committee no later than February 28th of the year in which the grant is requested. Failure to submit by that date will result in disqualification for consideration of funding for that year. The electronic application format available on the Anaheim Rotary Club website is the preferred method for submission however hard copy applications will also be accepted. **Grant application submissions that are either political or religious in nature will not be accepted under any circumstances. A maximum accumulated funding of \$10,000 previously awarded by the Club to any organization or project will require a minimum of a one (1) year exclusion from consideration for any additional funding.**
3. The Grant Applications Committee will review all Applications for completeness as well as for appropriateness of the stated purpose of the funding. The legitimacy of the organization soliciting the funding will also be evaluated by the Committee. All such evaluations will utilize the Four-Way Rotary Test, (1. Is it the Truth? 2. Is it Fair to All Concerned? 3. Will it build Goodwill and Better Friendships? 4. Will it be Beneficial to All Concerned?), in determining the appropriateness of both the request and the requesting organization. Priority will be given, in order of importance, to the following categories of requests for funding: 1.) – Seed Money 2.) - Special Projects 3.) – Sustaining Funds. Amounts approved and submitted for funding may vary from the amount requested based on available Club funds for that year.
4. Upon review by the Committee, and no later than April 1st, all **qualified** Applications will be submitted to the Club Board of Directors as well as the Directors of the Foundation for their review and final approval for funding. All such Applications will be voted on and approved, or rejected, by both bodies no later than the normally scheduled Board meeting in May.

5. Following the Board's and Foundation Director's votes on all Applications reviewed, The Club's Board President or their designee shall report the approved Applications and corresponding funding to the entire membership by way of the following issue of the Squeak. A verbal report will also be given to attending members at the following regular meeting of the Club.
6. Every effort will be made by the Program Chair to schedule the awarded organizations dates for their presentations within the following fiscal year of the Club. Inability or failures by the funded organizations to schedule such presentations will be reported to the Chairman of the Grant Applications Committee. **Failure by awarded organizations to complete a presentation prior to the following year's application period may disqualify that organization from consideration for funding the following year.**

(Procedure adopted December, 2006)



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ANAHEIM ROTARY CLUB GRANT PROGRAM

Guidelines for Grant Recipient Presentation

All grant recipients will give a 15-20 minute presentation within 12 months after receiving a Rotary grant. Failure to meet this requirement will disqualify your organization for any future Anaheim Rotary Club grants.

The following *Required Elements* must be included in your presentation and the *Suggested Elements* may be included. A PowerPoint presentation is preferred.

Required Elements

- Present a brief overview of the organization and the project funded by the Rotary grant
- Tell why you chose to request a grant from the Rotary Club of Anaheim
- Describe how the grant-funded project demonstrated “Service above Self”
- Describe when and how the grant money was used
- Describe who was served by the project
- Describe the major accomplishments of the project
- Report on the number of prior grants received from the Rotary Club of Anaheim

Suggested Elements

- Display photographs of the project or project activities
- Invite participants of the project to be part of your Rotary presentation
- Include any press releases referring to the project

Contact Michael Worley at (714) 502-5808 to arrange for any technical requirements for your presentation.

**ANAHEIM ROTARY CLUB
GRANT FUNDING APPLICATION--2007**

Please complete the attached funding request form being as specific as possible. Application requests will not be accepted unless these forms are completed. Application Due Date: February 28, 2007.

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|--|-----------------------------------|----------------------------------|
| NAME OF AGENCY/GROUP | PROGRAM NAME: | PHONE: () |
| ADDRESS: | PROGRAM CONTACT PERSON AND TITLE: | |
| ADDRESS OF CONTACT PERSON (if different from above): | | CONTACT PHONE NUMBER: () |
| | | CONTACT PERSON'S E-MAIL ADDRESS |

PREVIOUS ANAHEIM ROTARY CLUB GRANT FUNDS RECEIVED BY YOUR AGENCY:

2004 \$ _____
2005 \$ _____

2006 \$ _____
_____ Have not received Anaheim Rotary Grant
Funding previously for any programs

ANAHEIM ROTARY FUNDS REQUESTED FOR 2007: \$ _____

WHAT WILL ROTARY GRANT FUNDS BE USED FOR: Please tell us how many people will be served, for how many hours/meals, procedures, etc. over what period of time, (e.g. "50 youth will receive homework assistance 3 times a week for 40 weeks"):

TARGET POPULATION

IF FUNDED, THE TARGET POPULATION THE REQUESTED PROGRAM WILL SERVE WILL BE :

IS YOUR AGENCY INCORPORATED IN CALIFORNIA AS A NON-PROFIT CORPORATION?

_____ YES

_____ NO

IF “YES”, PLEASE FURNISH THE FOLLOWING INFORMATION:

Date of Incorporation: _____

Federal Identification Number: _____

State Identification Number: _____

IF “NO”, BUT YOUR ORGANIZATION SUPPORTS, OR IS SPONSORED BY A NON-PROFIT ORGANIZATION, PLEASE STATE NAME OF THAT ORGANIZATION:

SUMMARIZE THE GOALS OF THIS PROJECT IF FUNDED WITH SPECIFIC REFERENCE TO HOW THE GRANT-FUNDED PROJECT WILL DEMONSTRATE “SERVICE ABOVE SELF”

DESCRIBE THE AGENCY'S/GROUP'S HISTORY AND EXPERIENCE IN PROVIDING THE PROPOSED SERVICES:

BRIEFLY EXPLAIN THE AGENCY'S/GROUP'S EXPERIENCE IN UTILIZING VOLUNTEERS. HOW MIGHT YOUR AGENCY UTILIZE VOLUNTEERS IN THE PROPOSED PROGRAM AND WOULD THERE POSSIBLY BE AN INTEREST IN SOLICITING SUCH VOLUNTEER ASSISTANCE FROM MEMBERS OF THE ANAHEIM ROTARY CLUB?

HOW DOES THE AGENCY/GROUP PLAN ON SOLICITING OTHER FUNDS FOR THIS PROGRAM? (FEES, DONATIONS, FUNDRAISERS, ETC.)

CONFIRMATION BY CHAIRMAN/PRESIDENT OF BOARD OF DIRECTORS

By my signature below, I confirm that the above information given is to the best of my knowledge true and correct. I also confirm that the Board of Directors of this organization have full knowledge of this proposal and have approved this grant submittal.

If funding in any amount is allocated to your agency or group, those funds will be used to provide the program(s)/service(s) described in this grant application. Further, I assure that my agency/group will file and present an annual report to the Anaheim Rotary Club as required.

Signed: _____

Title: _____

Date: _____

PLEASE RETURN THESE FORMS TO:

**ANAHEIM ROTARY CLUB
GRANT APPLICATIONS
ANAHEIM, CA 92805**

APPLICATION DEADLINE:

February 28, 2007