



Please complete the Basic Identifying information below and  
ATTACH A DETAILED EXPLANATION OF YOUR REQUEST. Include all the material you feel will be  
useful in helping the Foundation in evaluating your request.

☐ Community Service

☐ International

Date Submitted: \_\_\_\_\_ Submitted By: (Name/Title) \_\_\_\_\_

Organization: \_\_\_\_\_

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

Website: \_\_\_\_\_

Grant Title: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

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

Amount Requested: \_\_\_\_\_

Date Required: \_\_\_\_\_

Please provide a brief description of the purpose of the funds (use separate page if necessary):

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If approved, how do you intend to "recognize" the Rotary Club of Danville San Ramon?

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If approved, who should the check be payable to? (Include address if different from above).

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Rotary Contact (If any)? \_\_\_\_\_

Please refer to the next page for application requirements and information about our process cycle.

**Email your completed application, including any attachments to:**

[grants@danvillesanramonrotary.com](mailto:grants@danvillesanramonrotary.com)

## **Eligibility Guidelines**

1. Local [San Ramon Valley/Danville/Tri Valley] or Regional [Contra Costa County] non-profit agencies with a 501(c) 3 status other than public educational institutions.
2. Organizations serving a local or international community and based in Contra Costa County.
3. Grants are awarded to organizations, not individuals.
4. Grants are preferred for specific, quantifiable results that can be reported back to the Club.
5. Grant awards are typically between \$500 and \$2,500. [Rotary International Global Grant Requests or Rotary District grant requests may exceed \$2,500 - these are grants submitted through Rotary channels, typically by another Rotary Club]
6. Grantees may be asked to attend a Danville San Ramon Rotary Club meeting to make a presentation on the organization and how the grant will be used along with a subsequent presentation on how funds were utilized.
7. Grantees will be required to recognize the Danville San Ramon Rotary Club on electronic and social media, written materials, publicity materials.
8. Organizations will be reviewed by Rotary through Charity Navigator or other sources.
9. Provide a point of contact between the Agency/Applicant and the Danville San Ramon Rotary Foundation for purposes of scheduling, monitoring, and submitting information.
10. The Danville San Ramon Rotary Foundation may make exceptions on a case-by-case basis on any of the above guidelines but the priority is given to organizations who can demonstrate the above eligibility criteria.

## **Application Requirements**

1. Organization Name, Contact Person, Email, Address, Phone, Website
2. Organization Mission Statement
3. Amount of Funding Requested and overview of how grant funds will be spent
4. Project Budget showing expenditures and revenue sources
5. Brief description of grant request/grant proposal
6. Purpose and key expected outcomes
7. Who does your organization serve? How many people will be served through this grant?
8. How will the Danville San Ramon Rotary Club be recognized?
9. List of current Board of Directors
10. Copy or link to Annual Report

## **Application Cycle**

The Rotary Calendar is July 1 to June 30. Grants will be accepted year-round but there are two main grant cycles for Community Service Grants each fiscal year. International Grants are considered year round on a first come first serve basis at the discretion of the Grants Committee.

Community Service Grants Cycles:

a. Submissions starting July 1 and must be received by October 31. Grants are awarded by November 15.

b. Next review cycle will be decided for all submissions by January 31 and will be considered by February 15.

Any other submissions will be considered for an April 30th review date.

c. The Committee may also receive applications for 'emergency' consideration for projects or programs that are due to unexpected circumstances or natural disasters.

d. Awards may be granted, denied, or deferred until another cycle.

Procedures:

The grants committee will review all applications and make a recommendation to the Danville San Ramon Rotary Foundation Board.

Applicants will receive notice via email from the Grants Committee Chairperson.

Those awarded may be scheduled to attend a Rotary Club meeting [held on 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 7:00am or 2<sup>nd</sup> and 4<sup>th</sup> Tuesday at 12:00pm], receive the check, and make a presentation about the program/service funded by the grant. [Checks can also be mailed, and a presentation can be scheduled later.]