

SPOKANE ROTARY CLUB 21
Civic Affairs Funding Guidelines
September 2011

OVERVIEW

The guiding principles of Rotary International include four avenues of service which are: (1) club activities, (2) serving others through a member's vocation, (3) helping improve life in the community where we live, and (4) humanitarian work around the globe with an emphasis on understanding and peace.

In Rotary 21 we answer the call to improve our community with four committees:

Youth Service Committee – encourages leadership by K-12 youth

Vocational Services Committee – supports high school students who have overcome obstacles in their lives and are pursuing their education and a vocation

Disabilities Committee – providing goods and services for persons of all ages with disabilities

Civic Affairs Committee (CAC) – aspiring to support community needs with projects benefiting any age or group in the following two broad categories:

- **Basic social needs such as housing, food, and other social or welfare concerns (60-70% in recent years); and**
- **Enrichment activities such as early learning, after-school, graduation incentive, healthy lifestyle choices and arts, music, or cultural events (30-40% in recent years).**

SOURCE OF FUNDS

Grants made by Rotary 21 come from Rotary Community Services, Inc., which is a Spokane-based 501(c)(3) non-profit fund supported by annual contributions of individual club members and a modest endowment. The fiscal year in which funding is disbursed runs from July 1st – June 30th of any given year.

GRANT GUIDELINES

1. The applicant is required to be a 501(c)(3) non-profit organization. (An applicant may satisfy this requirement by association with a qualified entity.)
2. Grants are not to be used for general operating expenses but instead, for a one-time specific budget item such as a capital expenditure, equipment, program, activity or event.
3. It is desirable that Club 21 funding be used to leverage additional funding, including (but not limited to) in-kind contributions, matching grants, partial funding, or last-in grants.
4. The Committee prefers to use our limited resources to support the greatest number of worthy projects and, therefore, is inclined to support smaller organizations with cash grants in the \$1,000- \$3,000 range. However, \$3,000 is not a limit and larger grant applications that are especially compelling will be considered.
5. Applicants may not have received grant funding from the CAC during the preceding three fiscal years. If you have applied to, or been awarded funds by any other Club 21 committee in the past three fiscal years, you are asked to declare this in your application but do not assume it will disqualify you.
6. Grants will be awarded at the November, February, and May meetings of the CAC. However, emergency needs will be considered at the next regularly scheduled CAC meeting.

APPLICATION AND REVIEW

1. To apply for a grant at any time during the year go to the Rotary Club 21 website: www.rotaryspokane.com, and complete the "Civic Affairs Form."
2. You will be contacted by the Committee Chair, who will make an initial assessment. If your application appears to be within our guidelines, it will be assigned to a Grant Liaison who is a CAC committee member that has volunteered to work with you. He or she will pursue the following process:
 - a. Conduct a site visit.
 - b. Discuss in detail your activities and determine if the application meets our guidelines.
 - c. Invite you to make a presentation not to exceed 10 minutes in length (including Q & A) at the assigned CAC meeting.
 - d. Report on the site visit to the committee in a closed deliberation session.
 - e. Make available Rotary logos for print or on-site recognition.
3. Presentation of grant requests will occur at monthly CAC meeting. Up to three presentations may be made per meeting, followed by closed deliberations. (Please respect our time constraints when making your presentation.)
4. Submit your application as soon as possible prior to our November, February, and May meetings to provide ample time for you to work with the assigned committee Liaison and allow us to schedule your presentation. If selected for a presentation, please allow 30-90 days for a response.

AWARD AND REPORT:

1. Awards will typically be made in November, February and May; an equal amount of funds will not necessarily be awarded each cycle.
2. Grant awards are made from the current pool of grant applicants; this consists of non-profits who made presentations within the preceding two months but may also include carry-overs from a prior cycle. Time-sensitive projects will be addressed on an as-needed basis.
3. Grants of \$1,000 or more must be recommended by the CAC and approved by the Rotary Club 21 Board of Directors prior to funds disbursement.
4. All grants will be disbursed within Spokane Rotary 21's fiscal year and it is our request that all projects be concluded within the timeframe submitted to the committee.
5. Should funding be awarded, payments for project, equipment or event funding are to be made directly to vendors or suppliers (as confirmed by an invoice).
6. A one-page report is required within three months of project completion. Please verify project completion and outcomes, in keeping with the material provided in your original application. This report will also provide an opportunity for Spokane Rotary Club 21 to celebrate your success, and generate publicity for your organization and Rotary. Please e-mail your report to: rotaryspokane21@nwadv.com. Thank you.