



Rotary Club of Tulsa Foundation

GRANT GUIDELINES

Rotary Club of Tulsa (“Club”) Foundation, Inc. (the “Foundation”) uses the following Grant Guidelines (“Guidelines”) for the approval of projects requesting charitable donations. The Foundation applies these Guidelines flexibly. No single Guideline is outcome-determinative.

1. Grant applications will be received from August 1 through August 31. Applications should be mailed on flash drives to the Club office, 616 South Boston Avenue, Suite 410, Tulsa, Oklahoma 74119.

PROCESSING	
Application Review	September – October
Board submission	November
Foundation review	January
Distribution	March

2. The Foundation gives strong preference to projects that will benefit persons living in Tulsa and adjoining counties.
3. The Foundation supports one-time capital expenses that directly enhance a nonprofit organization’s ability to serve its clients and achieve its mission. Grants may be used for such purposes as facility improvements, vehicle purchase and maintenance, equipment purchases, and other non-expendable assets. The Foundation targets this assistance to nonprofits that would otherwise find it difficult, if not impossible, to fund such one-time capital expenses through their operating budgets.
4. The Foundation offers grants for capital needs in the \$16,000 - \$18,000 range.
5. An organization may apply for funding once every twelve months, but may only receive funding for a maximum of two successive years. The organization must then abstain from the process for thirty-six months before applying for Foundation funding again.
6. The Foundation favors requests that impact large numbers of people and further the Club’s diversity and inclusion goals. Diversity refers to the range of human differences reflected in our community including, but not limited to, race, ethnicity, color, gender, ability status, sexual orientation, religion, and social class. Inclusion refers to the acknowledgement and welcoming of the full range of human diversity.
7. The Foundation strongly favors capital needs projects that assist at risk youth or women and children living in need (*e.g.*, those who cannot adequately provide for basic living expenses such as food, clothing, shelter, health care (including mental health) and transportation).
8. *The Foundation favors projects or organizations that are supported or recommended by a Club member over those requests coming from outside the Club.* The Foundation strongly suggests a Club member be involved as a donor, volunteer, or board member.

9. Grant recipients must use granted funds for the purpose(s) presented to the Foundation and must account for all funds granted to the Foundation Grants Committee (“Committee”) and the Foundation Trustees (“Trustees”). **Grant recipients must be prepared to present receipts for purchased capital items.** Grant recipients must be prepared to make presentations to the Committee members and the Trustees or assist in making presentations, as requested. Grant recipients must return granted funds to the Foundation when not used as stated or intended.
10. Grants shall be made only:
 - a. To charitable organizations which qualify for exemptions from federal income tax under Section 501(c)(3) of the Internal Revenue Code (“Code”) and contributions to which are deductible under Sections 170(C), 2055, or 2522 of the Code;
 - b. For “charitable purposes,” which shall include only charitable, scientific, literary or educational purposes within the meaning of those terms as used in Section 501(c)(3) of the Code, but only such purposes as also constitute public charitable purposes under the laws of the State of Oklahoma; or
 - c. To states, territories or possessions of the United States, any political subdivision of any of the foregoing, or to the United States of the District of Columbia, but only for charitable purposes.
11. Grant requests for technology items (*e.g.*, computers, printers, networking equipment, copy machines, and projectors) should be reviewed through 501technet at the Tulsa Community Foundation prior to submission. 501technet will issue a written opinion which must be submitted with grant application. Final submission should include specifications and price quotations for all requested equipment. The application must specify how the equipment supports the organization’s project.
12. The Foundation accepts applications from faith-based organizations. The program or project for which the application is made must meet the conditions set forth in item 9(b) above and further, the program or project must not have as its purpose the promotion of any religious agenda or the favoring of any religious viewpoint over another.
13. Applications for large capital projects should anticipate that the Foundation may require the applicant secure either matching funds, other grants, or otherwise demonstrate that the full project cost has been secured before the Foundation will issue a check.
14. The Foundation has a policy of reviewing projects a year or more after funding to monitor the effectiveness of its grant program. By submitting a grant application, applicant agrees to fully cooperate with the initial inspection and with any follow-up requests.
15. Applicant must clearly divulge all assets and sources of funds that benefit the applicant or its affiliated organizations. For instance, if applicant is the beneficiary of a separate endowment or building fund and that asset is not shown on applicant’s financial statements, that information must be provided as a part of the grant application.
16. Awards may be rolled into next grant cycle. Please sign below to acknowledge receipt and adherence to the Rotary Club Foundation of Tulsa Grant Guidelines:

Contact & Title

Date

Executive Director

Date