

The Rotary Club of Eureka Small Grants Program

Introduction

Rotary is a global network of individuals who see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves. We provide service to others, promote integrity, and advance world understanding, goodwill, and peace through our fellowship of business, professional, and community leaders.

The Rotary Club of Eureka offers Small Grants to local organizations working on charitable projects that benefit our community. Our goal is to support initiatives that create meaningful, long-term positive change in Eureka and beyond.

Funding is made available by the generosity of Rotary Club of Eureka members and community donors. Typical awards are between \$500 and \$2,000. A maximum award of \$3,000 is possible for exceptional projects which provide significant benefit.

Who is Eligible

Non-profit organizations, public benefit organizations (including churches, educational organizations/schools, hospitals, government units, tribal governments, etc.), groups working with a qualified fiscal sponsor, and other organizations and groups working on charitable projects are eligible to apply for small grants.

Small Grants provide funding for programs, projects, or services that address at least one of the following categories:

- Youth
- Seniors
- Community Health
- Literacy
- Homelessness

Award Considerations

1. The target population for this grant program is the greater Eureka area.
2. Priority will be given to projects that purchase equipment (e.g. assets) that enable or improve the organization's ability to achieve their service mission.

3. Priority will be given to projects that benefit a large number of people in the target audiences above.
4. Grants are for special projects. They are one-time funds not intended for ongoing operations.
5. Typically, small grants are intended to cover the full cost of your project. However:
 - a. If your organization has additional funding from other sources, the Club will contribute as long as the combined funds are enough to complete the project.
 - b. If only partial funding is awarded, the amount provided must still be sufficient for the project to move forward in a meaningful way.

Application Process and Timeline

1. Complete the Small Grant Application (which follows). Applications are due for each round as follows:

Round 1 application deadline:	September 30
Round 2 application deadline:	March 31

2. Email your completed application to: clubofeurekarotary@gmail.com
3. The Small Grants Committee will review and evaluate applications and make recommendations to the Club's Board of Directors.
4. You will be notified via e-mail or phone after the Board makes its decision. This process generally takes 1-2 months from application deadline date.
5. Previously considered applications are not re-considered automatically but may be re-submitted.

Grant Program Rules

1. Grants are awarded at the sole discretion of the Rotary Club of Eureka.
2. The grant is public information. Rotary may use any part of your application to promote our program or to provide public information.
3. If you are awarded grant funds, we'll ask for your help letting others know about our program. This could mean sharing information on your website, including us in your marketing materials, and posting on social media. We'll also invite you to work with us on a press release.
4. If you purchased equipment or other form of a hard asset, we request that you place the Rotary logo on the equipment/asset. This will consist of a Rotary logo decal, or in the case



of large assets, a permanent Rotary wheel. We will provide them to you at no cost.

5. Grants are generally awarded at a Rotary meeting. You will be required to appear for the presentation of the funds and participate in a "big check" photo for promotional use.
6. Rotary grant funds are to be used only for the purposes for which the grant was made. You agree to provide the Rotary Club a letter detailing the use of grant funds within 90 days after the funds are expended.
7. If the terms outlined in these rules are not followed, you agree that the Rotary Club may recover the grant funds.

**The Rotary Club of Eureka Small Grants Program
Application**

Agency Name: _____

Agency Address: _____

Contact Person Name: _____

Contact Person Title: _____

Contact Phone: _____

Contact Email: _____

By typing my name below, I certify that the attached grant application and all attachments are true and complete to the best of my knowledge.

Name _____ Date _____

By typing my name below, I certify that I have the authority to bind the organization to the Rotary Small Grant rules if funded.

Name _____ Date _____

1. What is the dollar amount of your request?

2. If full funding of your grant request is not possible, would a partial funding amount allow the project to make meaningful progress? If so, what is an acceptable funding range and how would it be used?



3. Please tell us a little about your organization and service mission to the community. You may attach additional sheets or material you have readily available.

4. What will the grant funds be used for? Please be as specific as possible.



5. Exactly who will be served by this grant? How many people will benefit?

6. Will you be billing anyone for the use of the assets purchased with the grant funds? If so, who?

7. Why is this money not available or budgeted in your normal annual budget process?

8. If this is a capital item, how are you going to provide ongoing maintenance?



9. What effort is the agency putting forth, or willing to put forth, to accomplish this project? Are there "sweat equity" contributions, volunteer contributions or matching funds available?

10. Is this grant sufficient to complete the project? If not, what are your plans to secure the necessary funding?



11. What type of organization are you? If your organization is classified as "Exempt" by the IRS, please specify the relevant Internal Revenue Code section.