

**The Rotary Club of Sonoma Valley
COMMUNITY GRANT APPLICATION**

Fall 2024

*The Rotary Club of Sonoma Valley's (The "Club") **Fall 2024** grant cycle will **open October 1, 2024** and **close October 31, 2024 at 5:00 PM (PST)**. Awards will be announced by the end of November 2024.*

Please be aware that the Club has introduced a new rule stating that organizations that have been granted funding in each of the two preceding grant cycles will not be eligible for a grant in the current cycle. This regulation will go into effect starting in Spring 2025 and for that cycle we will consider whether the applicant received grants in both 2024 cycles. Kindly take this into account when contemplating grant applications for the Fall 2024 cycle.

To ensure consideration by the Rotary Club of Sonoma Valley, complete this form entirely. When providing supplemental documentation, if possible, combine application and supplemental documentation into one pdf document.

Please sign and date the application on page 3. Applications must be sent via email to rotaryshanis@gmail.com no later than October 31st at 5pm for consideration.

Organization Information

Provide the following information regarding your organization, grant request and contacts in the event of grant award.

Name: _____
Address: _____
Phone: _____
Website: _____ EIN: _____
Person submitting application: _____
Email and phone of person submitting application: _____

In the event a grant is approved:

Who should be the payee organization on the grant check: _____
Name of person to whose attention the check should be sent: _____

Full mailing address : _____

Grant request Information

Grant purpose: _____

Total cost of project or initiative: _____

Grant amount requested: _____

Funding source percentages (adding to 100%)

- _____ this grant request
 - _____ public grants
 - _____ private grants
 - _____ fundraisers
 - _____ corporate sponsors
 - _____ individual donations
 - _____ sales, services, or fees
 - _____ other, in-kind support
- 100%**

Grant Project or Initiative Details

Describe your request and include exact cost documenting expense, sources of goods or services to realize your project/initiative, and expected outcomes arising from successful completion. *If the space below does not suffice, please use the Supplemental Information pages at the end.*

Other Questions

1. Have you submitted, or do you intend to submit, a funding request for the same intended use to any other organization(s)?

Yes No If yes, which organization(s)? _____

2. Have you received grant funding through this process in previous cycles?

Yes No If yes, please explain, _____

3. Are you willing to use Rotary signage, logo or other branding if requested?

Yes No

4. Will you present your project and its results to our organization, if requested?

Yes No

Uses and purposes of the Club grant:

The Club awards grants in this program in accordance with the regulations governing the use of raffle proceeds set by the State of California, Office of the Attorney General. Therefore, all grants must be used within the State of California. The grant applicant agrees that the funds will be used for their intended purpose within the state. If the grant cannot be used as specified, the applicant will notify the Club and return the grant funds.

Please date and sign below. If you are filling this in using Adobe Acrobat, a typed name will constitute a binding signature.

Date submitted: _____

Signature and title: _____

GRANT GUIDELINES

SUGGESTIONS FOR PRESENTING YOUR REQUEST

We hope the following guidelines will assist you in the development of your application. We do not expect your project to meet all of these. We do retain the right to add or delete criteria as the Club sees fit.

- The project will have a high impact on the people of Sonoma Valley and provide an avenue for recognition of our club's support.
- The project champions language learners.
- The project champions teachers.
- The project is focused on supporting the youth of Sonoma Valley.
- The project has a component in which some of our members will contribute their time to it.
- There are no other funding sources for the project.
- This funding is for a specific project or capital need.
- This funding is for one year, *not a commitment to funding over multiple years.*
- We can complete the project and turn it over to non-Rotarians to maintain / continue.
- The project description and financial needs are clear and complete.

Club Grant Policies

Please know that **we will not approve grant requests** for the following needs:

- Administrative or other salaries. Any non-salaried compensation must be specific to the project/initiative and clearly identified in the grant description.
- Projects supported by parents for the benefit of their own children.
- Projects for religious or political purposes.
- Projects for individuals.
- Projects of a controversial nature.

Grant Requests vs. Available Resources

Our Community Service grant process seeks to spread available resources across a wide spectrum of need in Sonoma Valley. Recent grant awards have ranged from \$500 to \$5,000. Grant awards are reviewed by a panel of Rotarians who may recommend partial funding of a request based on our available resources.

Supplemental Information

Supplemental Information (continued)