**Rotary Club of Williamston Michigan (RCW)**

**Community Service Grant Guidelines**

**RCW Grants Committee:** The RCW Grants Committee is charged by the RCW Executive Board to review all Club Grant Applications and make a recommendation to the Executive Board.  The members of the Grants Committee will be comprised of the President Elect, Chair; President Nominee, and a member appointed by the Executive Board.  Upon reviewing applications submitted, the Grants Committee will take one of the following actions:

1. Recommend to the Executive Board that the grant be funded in whole or part; or,
2. Contact the applicant to request clarification and/or resubmission of the Application as needed to make a grant determination; or
3. Recommend that the Application not be funded, either for insufficient funds or failure to meet grant criteria.

**Timeline:** Grants may be submitted quarterly beginning July 1st through June 1st.  Submission deadlines and Grant Committee recommendation deadlines will be as follows:

|  |  |  |
| --- | --- | --- |
| Quarter | Submission Deadline | Committee Recommendation Deadline |
| July 1- September 30 | September 1 | September 30 |
| October 1- December 31 | December 1 | December 31 |
| January 1- March 31 | March 1 | March 31 |
| April 1- June 30 | June 1 | June 30 |

**How to Submit**

* The Application must be submitted electronically in Adobe Acrobat PDF format  (preferred format)
* Submit electronic version to the attention of: RCW President Elect, at [williamstonsunriserotary@gmail.com](mailto:williamstonsunriserotary@gmail.com)

**Guidelines:**

A Grant Application must be submitted by the deadlines listed above. T**he RCW Grants Committee will review the extent to which the proposal impacts the Greater Williamston Community and/or aligns to one or more of the following Rotary Causes:**

* **Supporting the environment** - Tackle local environmental issues (actively engage in looking toward the future)
* **Promoting equity, inclusion and diversity** -  Promote local educational programs; engage in local discussions with focus of ensuring equity for everyone;
* **Promoting peace** - Encourage community conversations to foster understanding within and across populations; support community programs that promote peace.
* **Fighting disease** - Educate and equip community to stop spread of life-threatening diseases; support the expansion of low-cost and free health care.
* **Providing clean water, sanitation & hygiene** - Promote and equip local community in these efforts;
* **Supporting Families** – Encourage and expand programs that promote healthy families in the community;
* **Supporting education** - Promote efforts that strengthen the capacity of the local community to support basic education and literacy; promote reduction of gender disparity in local educational programs; promote and encouraging adult literacy.
* **Supporting local economies** - Support and engage in service projects that enhance local economy and community development; promote and engage in strengthening local entrepreneurs and community leaders.
* **Fighting** **Hunger** - Promote and engage in food insecurity programs for community children and families.
* **Promoting Arts & Humanities** - Promote arts and humanities programs to enrich community life.

**NOTE: In submitting an Application, the applicant agrees to file a Final Report in the event the request for funding is granted. The Final Report is due 30 days after the projected completion date listed in the Application. The Final Report**

**must be submitted and an electronic copy sent to the RCW Grants Committee. Failure to do so may compromise future grant requests.**

**Content of the Final Report should follow the components of the project for which funding is sought, as laid out in the Application:**

**1. The Rotary Cause(s) impacted**

**2. Number of people served by the project**

**3. Progress on the benchmarks of success laid out in the Application**

**4. How Rotary was recognized for its support**

**5. Whether and how matching funds were used**