



**ROCKVILLE ROTARY CLUB FOUNDATION, INC.
P.O. BOX 4100 - ROCKVILLE, MD 20849-4100**

The Grant Program

The Rockville Rotary Club Foundation Board seeks applications for grants between \$2,500 and \$10,000. The Foundation Board reserves the option (based upon use of the criteria or availability of funds) not to fund any grant requests in any given year.

**Submission Deadline is March 31 of the current year
Announcements are made in July**

The Rockville Rotary Foundation was established in 1980 by the Rotary Club of Rockville (founded in 1929) to help fulfill its community service purpose by providing financial assistance for worthy projects and programs in Rockville and Rotary-related or -supported projects within a national or international arena. Grant recipients reflect the community's wide variety and diversity, including local youth activities, shelters, health care programs, service projects, cultural enrichment, multi-cultural outreach, and the Rotary International PolioPlus Program. The club raises funds for the grant program primarily through the Rockville Rotary Twilight Runfest, which is held each year in July.

An organization not knowing a Rockville Rotarian may see www.rockvillerotary.org or contact the Club President, who may, if appropriate, schedule a presentation by the organization at a weekly club meeting. Decisions are made by the Foundation's Board of Directors, based upon the criteria for grant funding below and upon availability of funds.

Criteria for Grant Funding

The project or program must be of benefit to citizens within the territorial limits of the Rockville Rotary Club (generally Rockville City limits) or be a Rotary-related or -supported project within a national or international arena. Requesting organizations need not be located within Rockville.

Requests for funds must be endorsed by a member in good standing of the Rockville Rotary Club with sufficient personal knowledge of the project to feel confident of its worthiness.

Where appropriate, worthy projects needing initial or early funding to begin a new program will receive preference. Multi-year programs, with a defined start-up period, are eligible. Preference will be given to projects with the personal involvement of a Rockville Rotarian, and those that will bring volunteers and publicity to the Rotary Run.



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Instructions for Grant Application

- 1) The application should consist of this page, a cover letter, proposal narrative, and any attachments.
- 2) All applications for funding should be submitted in 12 point font, single spaced with 1 inch margins.

Please answer the following questions:

Have there been any previous grants to this project/organization from the Rockville Rotary Club Foundation? If so, list dates and amounts.

Please attach a description of how this project or program meets the criteria for award of a Foundation grant, including volunteers and publicity that may be brought to the Rockville Rotary Run.

I hereby certify that the contents of this application are true to the best of my knowledge and agree, if requested, to provide a report of activities and expenditures to the Rockville Rotary Foundation upon completion of the project.

Signature of Authorized Representative: _____

Name and Title: _____ Date: _____

Address: _____ Telephone: _____

Fax: _____ Email: _____

I hereby endorse the above application and request funding for this project:

Signature of Sponsoring Rotarian: _____ Date: _____



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Application Outline

1) Cover Letter Include a cover letter on letterhead that contains the following information:

- a) Briefly explain the purpose of the request and the dollar amount requested.
- b) Explain how your proposal fits with Rockville Rotary Foundation's goal of benefiting the citizens of this area or is a Rotary- related or -supported project within a national or international arena.
- c) Provide the contact person's name, title, daytime telephone number, Email address, and fax number.

2) Proposal Narrative A maximum of 3 pages, to include:

- a) **Organization Background** Describe the organization (history, mission, and goals).
- b) **Purpose of Request and Anticipated Results** State the issue or need to be addressed, and the geographic area and population served by the project. Describe the program or project, including timelines and implementation steps. Identify specific goals, and discuss the anticipated results (outputs and/or outcomes). Include a detailed budget on how these funds will be utilized.
- c) **Organizational Capacity** Explain how this project relates to the organization's mission and discuss the organization's capacity to implement the request. Describe how the request will enable the organization to build its capacity, address current limitations, or improve its ability to meet program or organizational goals.

3) Attachments Include documents that are pertinent to the application, such as timeline and detail, program budget, organization financial statements, a list of board members, letters of support, etc.

4) Reporting Written or verbal reports on progress and the success of the grant may be requested by the Foundation. Opportunities for reporting include a brief presentation at Charter Night in October, appearance at a regular Rotary Club program meeting, and/or a written final report.