

**Rotary Club of Novato
Grant Application
2007-2008**

Grant Application:

Organization Name: _____

Address: _____

Brief Description of Project: _____

Amount requested from this grant: \$ _____

Total Cost of Project: \$ _____

Submitted by: _____

Title: _____

Contact: Telephone _____ Fax _____

Email _____

Date: _____

Send completed form to: Rotary Club of Novato, PO Box 657, Novato, CA 94948

Below information to be completed by Rotary Club of Novato representative:

Rotary Club of Novato sponsoring Rotarian: _____

Committee title (if applicable): _____

Date: _____

General Guidelines:

The Rotary Club of Novato will consider grant requests for specific projects. This application applies to non-budgeted requests for \$2500 or more. Smaller grants are made by the Rotary Board. You may contact them for more information.

Support will be given for one year only. Organizations must reapply each year for multi-year projects. Eligible organizations must show broad community support, fiscal and administrative stability. Projects must address specific local, regional or international community needs.

The following items must be submitted along with the completed grant application (attach additional pages if needed):

A brief organizational mission statement

A copy of the IRS 501(c)3 letter and tax identification number.

A current list of board members with affiliations.

Operating budget and project budget, if applicable

Financial information for the previous two years; (audited financial statement if available)

A list of sources and amounts of other funding for the project; either obtained, pledged or requested

Addendum:

Check or clearly indicate on your application if any of the following conditions apply:

This grant request involves another Rotary Club/ District.

This grant request involves a Cooperating Agency.

This grant request involves an International partner.

Procedures:

How to apply for funding:

Contact a member of the Novato Rotary Board or any Novato Rotarian to begin discussion of your project ideas and grant request.

Submit the grant request with a cover letter that states the amount requested, excluding any indirect costs, and enclose an executive summary of the proposed project through your contact person. This contact person will forward your ideas and grant request to the Grants/Project Sub-Committee designated to review grant requests.

After this committee acts favorably, your request will be brought to the Board of the Rotary Club of Novato for discussion and final consideration.

You will be apprised of the committee and board action by your contact person.

If approved, you will be asked to sign a formal agreement provided by your contact person.

When a grant request is approved by the Rotary Board, your official contact person who is a member of the Rotary Club of Novato will be assigned to oversee project progress and guide any renewal applications. The contact person will also take primary responsibility for seeing that all project progress and final reports are completed in a timely manner and submitted.

Initially, the Grants/Project Sub-Committee will consider proposals four times a year or more often at the direction of the Rotary Club of Novato Board of Directors. The normal application deadlines are: September 30, December 30, March 30 and June 30. The committee will evaluate proposals during the 30 days after the end of each quarter. You will receive a letter from the Rotary Club of Novato Board or its assigns if they approve your application.

Send the completed application and all attachments to:

Rotary Club of Novato
Grants/Projects Sub-Committee
P.O. Box 657
Novato, CA 94948
www.novatorotary.org

Guidelines for Grant Application to the Rotary Club of Novato

The mission of the Rotary Club of Novato is to fulfill the Object of Rotary which is to encourage and foster the ideal of service as a basis for worthy enterprise. We endeavor to do this by subscribing to Rotary International's motto of "Service Above Self" and to follow the "Four Way Test" of the things we think, say and do, which asks:

Is it the truth?

Is it fair to all concerned?

Will it build good will and better friendships?

Will it be beneficial to all concerned?

The mission of the Rotary Foundation is to support the efforts of Rotary International in the fulfillment of the Object of Rotary, Rotary's mission, and the achievement of world understanding and peace through local, national and international humanitarian, educational, and cultural programs. Through its Grants/Projects Program, the Rotary Club of Novato seeks to fulfill these missions by assisting individuals and/or non-profit organizations engaged in community and international service programs.

Grant Making Focus:

The Rotary Club of Novato supports initiatives that further its mission. In doing so, the Rotary Club of Novato makes grants to individuals and/or those non-profit organizations that complement the ideals and mission of the Rotary Club of Novato, Rotary International, and the Rotary Foundation.

We may fund grants that:

Clearly match the Rotary Club of Novato Board approved current programs and simplified grant making focus.

Provide excellent opportunities for education, cultural and humanitarian programs.

Can enhance or demonstrate positive results to the above.

Offer direct services to the benefit of individuals and human-kind both locally, nationally and throughout the world.

What to include with the Grant/Project Application and cover letter:

Any additional information on target individuals or groups to be serviced, program objectives, activities to be undertaken, timetables and current or possible future financial involvement.

Details on how you think this project/program fits the Rotary Club of Novato grant making focus.

Program goals and objectives and an evaluation plan for how they will be measured. Describe the "volunteer participation" dimension.

Any demonstrated results of the project/program to date.

Demographics, actual or anticipated for the proposed project/program.

List of both actual and anticipated funding sources for the project/program.

Any additional background you feel might be helpful.

Additional information or description of the individual or non-profit organization which you feel might be helpful.

List of other funding sources for the project/program.

Receipt of appropriate applications will be acknowledged. Incomplete proposals will be deferred or denied.

Agreement

Grants/Projects Application and Agreement form (collectively: "Agreement") is entered into by the Rotary Club of Novato and/or other Rotary Clubs/Districts, other charitable organizations, including the Rotary Foundation or Rotary International partners as identified below. In consideration of receiving the Grant from the Rotary Club of Novato, the partners agree:

- a. That they have received and read the terms and conditions of the Grant/Project Award imposed by the Rotary Club of Novato and will abide by all the terms and conditions set forth therein.
- b. To utilize the Grant/Project funds as outlined in this application.
- c. Funds provided by the Rotary Club of Novato will not be used for any purpose other than those considered eligible as described in the signed application.
- d. The recipients agree to defend, indemnify, hold harmless the Rotary Club of Novato, District 5150, Rotary International and the Rotary Foundation, their respective Directors, Trustees, Officers, employees and agents collectively from any and all claims (including claims of subrogation), demands, actions, damages, losses, judgments, costs, fines, awards, liabilities, or expenses (including without limitation reasonable attorney's fees and other legal expenses) collectively ('losses') asserted against or recovered from any of the parties as named above, that result or arise directly or indirectly from the grants/project, including any acts or omissions of the partners.
- e. To keep the Rotary Club of Novato informed on the project's progress by submitting reports every six months during the implementation of the project and submitting the final report with complete financial accounting within three months of the grant/project completion. The partners will immediately inform the Rotary Club of Novato of any significant problems with the implementation of the grant/projector deviations in the budget, as approved. That this agreement may be cancelled by the Board of Directors of the Rotary Club of Novato for any reason without notice upon the failure of the partners to abide by the terms and conditions set forth in the Agreement. The partners agree to return any grant/project funds, in their entirety, including any interest earned, should funds be unused, misused or used for ineligible purposes.
- f. This agreement is governed by the laws of the State of California, USA. Any action brought in connection with this Agreement shall be filed in the County of Marin, State of California, USA. The partners agree to submit to the jurisdiction of the Courts of Marin County for the State of California.

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By signing below, the partners acknowledge and accept the terms and conditions of this Agreement.

Applicant	Rotary Club of Novato sponsoring Rotarian
_____	_____
Name	Name
_____	_____
Title	Title
_____	_____
Signature; email or actual / Date	Signature; email or actual / Date

The Rotary Club of Novato Board	Domestic or International Partner
__ Club President or assignee	__ Club President or assignee (if club sponsored)
__ Other Board Member	__ District Grants Sub-Committee Chair (if district sponsored)
_____	_____
Name	Name
_____	_____
Title	Title
_____	_____
Club District	Club District
_____	_____
Signature; email or actual / Date	Signature; email or actual / Date

Grants/Projects Sub-Committee Certification

"On behalf of the committee, we hereby certify that to the best of our knowledge and ability this grant/project application is complete and meets all the Rotary Club of Novato Grants/Projects guidelines."

Signatures:

_____	_____
Grants/Projects Sub-Committee Chair	Sub-Committee Board Member

Completion Checklist:

Before submitting your Grant/Project application, please take a moment to review this checklist. If you have any questions, please ask your contact person to forward them to the Grant/Projects sub-committee.

Does the project description clearly state how the project will assist those in need? Are these correctly listed on the application?

Have the responsibilities of any additional project partners been outlined? Do they meet the requirements of the Rotary Club of Novato grants/projects?

Are there written comments and signatures from each participating partner? If so, are there letters from the organization specifically stating its responsibilities?

If Share District Designated Funds (DDF) are used, the current District Rotary Foundation Committee Chair must provide a written confirmation authorizing use of DDF funds.

For Board review, has the Rotary Club of Novato Grants/Project sub-committee Chair certified your application as complete?

Have you made copies of all documents for your files prior to submitting them to the Grants/Project sub-committee of the Rotary Club of Novato?