

Community Grant Guidelines and Application

Founded in 1949 to support the charitable activities of the Rotary Club of San Jose, our local Foundation has given more than \$5,000,000 to many important local and international projects as well as direct grants to over 150 other community organizations. These grants leverage the volunteer work of San Jose Rotarians meeting critical needs and reaching deserving recipients in San Jose as well as around the world. San Jose Rotary supports several committees and programs that serve students and schools, so we do not provide community grants to individual schools.

1. The primary purpose of the Rotary Club of San Jose Foundation Community Grants is to assist nonprofit organizations serving the citizens of San Jose with grants up to \$10,000 for specific, tangible and identifiable capital purchases. Recent examples include grants to purchase a commercial oven, refrigerator, computers (including peripherals), mattresses and furniture.
2. Grants up to \$10,000 may also be made for small facility improvement projects of under \$20,000 total. Recent examples include linoleum flooring, electrical upgrades, carpet and fences. The intent is to provide a grant that will serve the grantee for many years.
3. Restrictions on Grant Funding:

The RCSJ Foundation does not provide Community Grants to:

- **Individuals**
- **Sports Teams**
- **Pre- K to 12 Schools (including PTAs, Home & School Clubs, School Foundations, Booster Clubs) because Rotary Club of San Jose provides significant support to youth through other Club activities**

The RCSJ Foundation does not provide Community Grants to pay for:

Travel, operating expenses including staff salaries or supplies, the purchase of real estate, or contributions to a "campaign", which includes "capital campaigns".

4. Funded projects or agencies must be located in the City of San Jose, or at least fifty percent (50%) of the participants must be residents of San Jose.
5. Community Grants will be given only to 501(c)3 nonprofit organizations and to projects where the Rotary Club of San Jose Foundation is providing more than fifty percent (50%) of the funding.
6. All requests for grants must be submitted using the Community Grant Application form. A completed application and supporting documentation must be submitted to the San Jose Rotary office (1690 Senter Road, San Jose, CA 95112) prior to the deadline. The Rotary office (408-297-6100) closes at 4:00 Monday – Thursday and 1:00 on Fridays.

7. The Contributions Committee will review all grant applications and supporting documentation. Each applicant will be contacted by a member of the Rotary Club of San Jose to arrange for a site visit.
8. The Foundation Board, in its discretion, may grant less than the amount requested based on the total funds available, the number of applications received and the evaluation of the application.
9. Funding for an approved grant will be disbursed upon submission of an invoice/s for the items funded. These invoices must be submitted by June 15 of the following year, in a concise way that includes a spreadsheet with totals if there are multiple items purchased, along with a brief (1-page maximum) summary addressing the agency's success in meeting grant objectives. Grants approved, but not expended, by this deadline shall be withdrawn and the applicant will be required to reapply for funding.
10. Organizations are only eligible to receive Community Grants once every three years.

11. Grant Funding Cycle

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| July 1 st | Applications available |
| October 1st (Or following Monday if October 1 falls on a weekend.) | Deadline for grant submission |
| October – November | Site visits to eligible applicants |
| December 31 st | Applicants notified of award |
| January – June 15 th | Grant implementation |
| June 15th | Deadline for submission of receipts |

All Grant applications received by the October 1 (or following Monday) deadline that meet the Grant Guidelines will be considered.

Revised 7.18

Community Grant Application

All applicants for Community Grants from the Rotary Club of San Jose Foundation are required to complete this application. To be sure that your request conforms to the grant requirements, please read the accompanying **Community Grant Guidelines**. You may attach additional information to the application.

Name of Contact Person:

Name of Organization:

Mailing Address:

Telephone Number:

Email Address:

Street Address for Site Visit:

AGENCY MISSION & REQUEST:

Is your agency, project or program located in the City of San Jose? YES or NO

Are at least 50% of the participants residents of San Jose?

Please describe your organization's mission and purpose (200-word limit)

Please describe how this specific request will support your programs and how many individuals will be impacted by this grant.

FUNDING DETAILS:

Have you previously received RCSJ Community Grant Funding? If so, when?

What is the specific dollar amount of your request?

Does this Rotary grant represent at least 50% of the total cost?

What exactly do you intend to purchase with this grant? **Is this for a capital purchase or small facility improvement?**

Please describe how you will acknowledge the Rotary Club of San Jose for a grant award?

REQUIRED DOCUMENTS

Please include the following support documents with your application:

1. The current year's budget and the prior year's financial statements.
2. Price quote or other information about the items or supplies to be purchased.
3. Copy of your IRS 501(c)(3) determination letter.
4. List of your Board of Directors.

(Approved by the Foundation Board of Trustees January, 2015)