

FY 2011

ROTARY FOUNDATION OF INDIANAPOLIS, INC.

GRANT GUIDELINES

MISSION STATEMENT:

Rotarians, being public spirited and charitable at heart, are desirous of devoting some part of their holdings, earnings or efforts to benefit others. Because of the added pride and joy of every Rotarian that through their generosity Rotary is made a living force for public good, the Foundation shall promote the Rotary philosophy of "Service Above Self". The Foundation shall receive gifts and contributions and make grants from income for charitable and educational purposes in the State of Indiana, primarily in the Greater Indianapolis area, as well as Rotary Club sponsored charitable projects.

GRANT CATEGORIES

- A. Program Grants are defined as grants for specific programs or projects submitted by a charitable or educational organization. Grants are made for specific programs. No grants will be made for general administrative expenses.
- B. Rotary Club of Indianapolis Committees' Sponsored Grants are for specific charitable or educational programs approved by the Rotary Club Board of Directors.

AWARD OF GRANTS

- A. The Foundation carefully reviews grant requests for eligibility, worthiness and impact on the community. Final approval is determined by the Board consistent with its budget and program priorities. Limited resources dictate that not all worthy requests will receive support. **The Foundation will not consider award requests in excess of \$5,000. The average award in FY 2010 was \$4,000.**
- B. Applicants are encouraged to seek other sources of funding so that they are not reliant on this Foundation for support.
- C. Grants are awarded for one year. No organization will be awarded grants in excess of three consecutive years.

ACCOUNTABILITY

- A. Program Grant recipients shall complete and submit a Final Grant Report to the Foundation. The Final Grant Report is due on the date indicated by the Foundation in its award notification letter. The report should also be filed with any future grant request, if one is sought.
- B. Club Committees shall submit to the Club Board within a year following grant approval a report on the use of the grant funds, copies of which are forwarded to the Foundation.

GRANT REQUESTS

- A. For **Program Grants**, letters of intent must be received by **June 25, 2010 at 12:00 noon**. Following the August Board Meeting, selected organizations will be invited to submit a full application by **October 15, 2010 at 12:00 noon**.

For **Club Committee Projects**, grant requests will be reviewed following endorsement by the Rotary Club Board of Directors.

- 1) The Board meets in mid August, November, February and May.
 - 2) Board actions are reported to grant applicants in writing within two (2) weeks.
- B. Requests shall be submitted to the Rotary Foundation of Indianapolis, **401 E. Michigan St., Suite A, Indianapolis, IN 46204**. Grant requests should be consistent with the aforementioned guidelines.
- C. All requests must include a completed grant application form that can be obtained from the above address, by calling the Rotary office at 317-631-3733 or at the Rotary website, indyrotary.org. **The grant application form must be the first page of the grant application.**
- D. The Rotary Foundation does not fund:
- 1) Individuals
 - 2) Corpus of other Foundations
 - 3) Organizations that are not recognized as charitable, educational or not-for-profit
 - 4) Sectarian and/or religious programs
 - 5) After-the-fact requests for funding or debt-reduction funding
 - 6) Capital projects and equipment
- E. The applicant should identify how the requested grant furthers the Rotary Foundation's charitable mission.
- F. To increase the public's understanding of Rotary's importance to the community, grantees are expected to recommend creative approaches to boost public awareness of the Rotary Foundation of Indianapolis grant. This can include any number of ideas from creating prominent, highly visible signage, to developing a news media event that engages broad news media interest, to including articles and photos in your volunteer/donor communications, to inclusion on your website. Think out of the box and give us your suggestions.