

**SARATOGA ROTARY CHARITABLE FOUNDATION
PO BOX 2244
SARATOGA, CA 95070**

www.saratogarotary.org
charitablefoundation@saratogarotary.org

GRANT INFORMATION & GUIDELINES

The SARATOGA ROTARY CHARITABLE FOUNDATION is a charitable trust, which makes grants from the proceeds from the annual Saratoga Rotary Art Show. The Art Show is always held on the first Sunday in May on the campus of West Valley College. A Board of Directors including the President of the Saratoga Rotary Club operates the Charitable Foundation. Questions about your application can be forwarded to us at: charitablefoundation@saratogarotary.org

1. Rotary Charitable Foundation Policy:

The Board of Directors meets quarterly to grant funds to charitable, educational and other nonprofit organizations. Generally funds are granted for capital needs, or one-time special project expenses. Grant Applications must be submitted **no later than thirty days prior to an upcoming Board of Trustee meeting. The Board of Trustees generally meets on the third Thursday in February, May, August and November.**

Please contact the Board at charitablefoundation@saratogarotary.org to confirm the date of the next meeting.

2. Rules & Requirements:

- a) The Directors **do not grant funds for construction or acquisition of real estate, liquidation of loans or fiduciary obligations, or ongoing operating expenses, such as salaries, rents or utilities.** Requests must be for projects comprising quantifiable packages of goods and/or services and include a valid quotation for each identifiable item. Requests must contain the commencement and estimated completion date of the project.
- b) No grant may inure to the benefit of the individual members or the organization requesting the grant.
- c) Grants awarded that are for less than the total costs of capital items or projects will be released when all the funds needed to purchase the item(s) or complete the project have been pledged or received.
- d) The Directors customarily do not grant awards to the same organization in consecutive years.

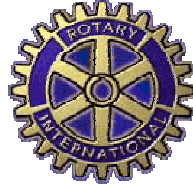
- e) The Directors shall consider grant requests only from tax-exempt organizations. The applicant shall provide evidence of their tax-exempt status.
- f) The applicant shall complete the Rotary Grant Application form, as no other form shall be accepted. Forms may be obtained from the Saratoga Rotary Web Site (www.saratogarotary.org) or by contacting the Charitable Foundation at the above address
- g) Applicant shall include names of three people or agencies that could be contacted as references, if necessary. Please provide telephone numbers and addresses of each.
- h) Applicant shall indicate on the Grant Application the ability of the organization requesting the grant to provide personnel and the number of hours as volunteers to help man a Information Booth at the Art Show on the first Sunday in May.
- i) The organization's current annual budget shall be provided for review.

3. Interview - Evaluation - Review

Grant Applications shall be evaluated as follows:

- a) The need for the program in the community it serves
- b) The impact on the audience and the number of people who will benefit from the grant request.
- c) Location of the community to be served. Preference is given to projects locally, although requests on the state, national and international projects may be considered.
- d) The uniqueness of the program or project.
- e) The impact of the request on the organization requesting it.
- f) The viability and financial management of the organization.

The Board of Trustees will review all qualified applications. Prior to Board review, a Director shall be assigned to conduct a personal interview with the applicant and then report to the full Board the findings and his/her recommendations. All applicants will be notified of the Board of Directors decision.



Saratoga Rotary Charitable Foundation
PO BOX 2244
SARATOGA, CA 95070

GRANT APPLICATION

Submitted by: _____ DATE: _____
Organization: _____
Address: _____
City: _____ State _____ Zip _____ - _____
Telephone: ____ - ____ - _____ FAX: ____ - ____ - _____ e-mail _____
Contact Person: _____ Title _____
Telephone: ____ - ____ - _____ FAX: ____ - ____ - _____ e-mail _____

THIS APPLICATION MUST BE RETURNED
30 Days Prior to the
NEXT SCHEDULED TRUSTEE MEETING

1. State the amount of your grant request. \$ _____
Describe the purpose of the request:

2. How long has the organization been in existence? _____
3. How many people are served on an annual basis, and in what manner?

4. Please explain the importance of this request to your organization.

5. What is the purpose of the organization?

6. How will your organization benefit from the funds you are requesting?

7. Please list the percentage of other funding sources to your organization:

a) Federal Government: ____% b) State Government: ____% c) County ____%

d) City: ____% e) Foundations: ____% f) Corporations: ____%

g) Private Donations: ____% h) United Way: ____% I) Endowments: ____%

j) Other ____%. Please explain:

8. Will this project be funded solely by the Saratoga Rotary Charitable Foundation?

Yes ___ No ___

If No, what other funding sources are you seeking?

9. Has your organization been awarded previous grants from the Saratoga Rotary Charitable Foundation?

If so, please list the amounts and years:

10. Organization financial information

a) What percent of your total operating budget is spent on fundraising? _____

b) What percent of your total operating budget is spent on general administration? _____

11. How can your organization help Saratoga Rotary:

a) Publicize the Saratoga Rotary Art Show; and

b) Provide volunteers to help in an Information Booth about Saratoga Rotary Charitable Foundation grant recipient organizations.

Number of volunteers and hours we may count on: _____

Who will be our contact for the volunteer help?

Name: _____ Phone _____

**GRANT APPLICATIONS WILL BE CONSIDERED
ONLY IF SUBMITTED ON THIS FORM**

ATTACH ADDITIONAL PAGES AS MAY BE NECESSARY.
PLEASE IDENTIFY ADDITIONAL PAGES & INFORMATION WITH THE
ITEM NUMBER AND SUBJECT.