### **Rotary Club of the Tarrytowns**



# Serving the Communities of Sleepy Hollow, Tarrytown and Irvington

# **Community Service Awards Grant Guidelines**

The Rotary Club of the Tarrytowns, which serves Tarrytown, Sleepy Hollow and Irvington, contributes a substantial financial amount annually to not-for-profit organizations in education, health and human services, arts and culture, and special projects in the villages.

Following are guidelines we utilize in selecting those programs and projects that will receive funding.

* Geographic Areas of Giving: Our grants are made primarily to those organizations that serve the communities of Tarrytown, Sleepy Hollow and Irvington. Separately, consideration will be given in response to requests for extraordinary needs by organizations in other U.S. and international locations.
* Categories: Our focus is to support those organizations, programs and efforts that provide an opportunity to invest in the future of our communities. Eligible categories include – but are not limited to – the following:
  + Public & Private Educational Programs
    - Pre-school through high school
    - Scholarships for higher education
    - After-School Programs
    - Children’s Camp Programs
    - Literacy Programs
  + Health & Human Services – including programs dealing with:
    - Youth
    - Child welfare
    - Athletic organizations
    - Senior citizens
    - The homeless
    - Hunger
    - Drug rehabilitation
    - Unemployment
    - Health Care
  + Arts, Culture, Preservation and Conservation

## Programs and Organizations Not Eligible for Grants

* + Programs aimed at promoting a political candidate
  + Organizations that discriminate by race, creed, color, sex, age or national origin
  + Religious, veteran or fraternal organizations, unless they are engaged in a significant project benefiting the entire community
  + Religious *programs* aimed at propagating a particular faith or creed
* **COLLABORATIVE PROJECTS**: Rotary will give special consideration to requests for grants for collaborative projects by two or more local agencies. Grants promoting collaboration will encourage greater integration and communication among agencies providing similar services or serving similar needs. Not-for-profit organizations, which always have limited resources, are facing reductions in government support and in giving by foundations, corporations and individuals. Projects in which human resources, skills or facilities are shared may both promote efficiency and result in community services that might not otherwise be possible.

**Grants to Individuals:** With the exception of awards for educational purposes awards to individuals will be made through an appropriate not-for-profit organization.

**Annual Request Limitations:** Organizations can receive funding only once per year except in instances of extraordinary circumstances. The fiscal year for grants is July 1 through June 30.

**Evaluation:** Evaluations are a useful tool for both Rotary and organizations funded. Organizations that receive funding of more than $500 may be asked to submit a brief progress report/evaluation before additional grants of more than $500 will be made. Submission of this evaluation is a requirement for future funding eligibility.

Please complete the attached Grant Application.

If you need more information contact a member of the Rotary Club.

For a listing, see www.tarrytownrotary.org

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**GRANT APPLICATION**

Please complete the application and return it by 5 p.m. Feb 28th, along with supporting information to:

Rotary Club of the Tarrytowns

Community Service Committee

P.O. Box 2

Tarrytown, NY 10591

Applications may also be submitted by e-mail to [richslingerland@aol.com](mailto:richslingerland@aol.com).

The deadline for your grant request is 5 p.m. February 28th. The proposal review process, however, can take up to six months to reach a final decision. If you feel that your situation requires urgent attention please contact a member of the Rotary Club Board of Directors.

**The application is in four parts. Please complete all sections.**

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GRANT APPLICATION -- Part I Date:

Organization:

Address:

Telephone: Fax:

Email:

Web Address:

Name of Executive Director/President:

Contact Name (If different from above):

Amount of Request $:

**Should you be awarded a Grant, please indicate:**

**Check Payable to:**

**Address where check is to be mailed:**

**Contact Person (if different from above):**

**Email (if different from above):**

**ATTACHMENTS – Part II**: Please attach the following documents with the application. Or alternatively if this information is available on the Internet please provide the website address.

1. A brief history of the organization.
2. Annual Report and other background information as available
3. Board of Directors names, addresses, telephone numbers, email addresses and business affiliations.
4. Annual Budget
5. Audited financial statement for the most recent year as available.

**PROPOSAL SUMMARY -- Part III**

Name of Project:

Total Project Cost: Over What Time Period?

Funds Already Raised:

*(If more space is needed, please attach additional pages.)*

1. For what specific purpose are funds requested?
2. What goals/objectives do you wish to achieve?
3. What specific activities are planned to realize the goals/objectives?
4. What is the approximate time line you plan to follow to meet the goals/objectives?
5. Who will be served by this particular project? (Demographic information)
6. Briefly describe how you will measure the success of this project or program.
7. Is your organization a member of Rotary Club of the Tarrytowns?
8. Is there an opportunity for Rotary members to volunteer their time and talents to help make your program a success? (Describe briefly.)
9. Are you willing to provide recognition for the Rotary? (Signage, press release, etc.)

**PART IV: Evaluation of Success** – If Rotary has made grants of more than $500 to your organization within the past two years please complete the following. *(If more space is needed, please attach additional pages.)*

1. Describe the project and purpose for which Rotary previously granted funds.
2. Describe to what extent and how your organization reached the goals and objectives of the project.

*Revised: Jan 2015*

*Updated 3/21/2018*