



# 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 more than \$30,000 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 Community Service Committee.

**Community Service  
Committee Members**

Howard Smith, Chair  
Stan Biloon  
David Cartenuto  
Mimi Godwin  
Joe Goscilo  
John Keels, Jr.  
Gerry Riera  
Joyce Stanton  
Andres Valdespino

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**Rotary Club  
Board of Directors**

David Holtz, PRESIDENT  
David Cartenuto, PRESIDENT-ELECT  
Kris Weltzheimer, SECRETARY  
Alan Guarino, TREASURER  
Margaret Black, PAST-PRESIDENT  
Joe Goscilo  
Harold Gross  
Donna Puff  
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# Rotary Club of the Tarrytowns

*Serving the Communities of Sleepy Hollow, Tarrytown and Irvington*

## GRANT APPLICATION

Please complete the application and return it by December 31, along with supporting information to:

Rotary Club of the Tarrytowns  
Community Service Committee  
P.O. Box 2  
Tarrytown, NY 10591

Or access the Rotary Club web page at: [www.tarrytownrotary.org](http://www.tarrytownrotary.org) where the application can be downloaded, completed and returned electronically or by US mail.

The deadline for your grant request is December 31. 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 Community Service Committee or the Rotary Club Board of Directors. Names and contact numbers are listed in the Grant Guidelines.

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 \$:

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**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.

