



## Rotary Club of Alexandria

### 2023 Grant Program Grant Eligibility Criteria

#### Eligibility Criteria for Grants

The Rotary Club of Alexandria Grant Program provides financial support to nonprofit organizations that advance literacy for children and adults and/or improve the lives of children, youth, seniors, and others with special needs within the city limits of Alexandria.

The Rotary Club of Alexandria provides funds for specific programs and activities that strengthen core programs; provide seed funding for a new program, program element or initiative; or support capital expenditures. Collaborative projects with other nonprofits are accepted, with a single grant made to the lead organization. Usually, grants for ordinary operating or maintenance expenses are not considered.

The grant application should specifically address the need being met and identify the impact of the program or initiative for which funding is being sought. Please make sure to include the number of Alexandria City residents served (especially important if program serves multiple jurisdictions), as well as recent demographics, including, if possible, the percentage of low or moderate-income individuals served through the funded program.

A key objective of the Grants Program is to form ongoing, mutually beneficial working relationships between the Rotary Club of Alexandria and our grant recipients, with each supporting the programs and activities of the other. In particular, the Rotary Club invites and encourages the active involvement of grant recipients in publicizing and participating in its annual "Taste for Giving" event, the primary source of the funding for the Rotary grants program. The Rotary Club of Alexandria also requests that awardees acknowledge Rotary funding in their newsletters, annual reports, and on social media.

**Grant** amounts *typically* range from \$500 to \$5000 with the average of \$2,050 per recipient. Given the number of worthy grant applications, awards are seldom able to be made at the higher levels.

More specific eligibility criteria are in the Grant Application form. The Rotary Club of Alexandria reserves the right to periodically change these eligibility criteria and/or incorporate additional criteria.

Applications should be filed no later than February 28, 2023, and grant decisions will be announced on or about April 14, 2023.

Awardees will be invited to attend the Contributions Day Luncheon, to be held on Tuesday, June 20, 2023 at 12 Noon at Belle Haven Country Club (or if necessary due to restrictions, remotely via Zoom). For further information, please contact the Contributions Committee at [alexrotarygrants@gmail.com](mailto:alexrotarygrants@gmail.com).



## Rotary Club of Alexandria 2023 Grant Program Application Form

The Rotary Club of Alexandria Grant Program provides financial support to nonprofit organizations that advance literacy for children and adults and/or improve the lives of children, youth, seniors, and others with special needs in the Alexandria community. Be sure to read the full guidelines, above.

Note: This application may be completed and submitted by email in Word or PDF format for application and required attachments. The Application Form can also be found at: <http://rotaryclubofalexandria.net/contributions-application/apply> for download. Applicants are encouraged to keep responses brief and focused. Questions concerning this application are welcome and can be addressed to the Jermaine Mincey, 2023 Co-Chair of the Contributions Committee at alexrotarygrants@gmail.com.

**The completed application should be submitted no later than February 28, 2023** by email to the Contributions Committee at alexrotarygrants@gmail.com. Grant application receipt will be acknowledged by return email. Recipients of grants will be notified on or about April 14, 2023 and will be invited to attend the special Contributions Day Luncheon, scheduled for Tuesday, June 20, 2023 at Noon.

### **Section 1:**

1. Name of your organization:

Address:

2. Tax ID: \_\_\_\_\_

3. Amount of the grant your organization is requesting: \_\_\_\_\_

4. Please describe your organization's purpose, programs, location and geographic scope of operation, and number and types of clients served; please specify what percentage of your services are provided to residents of the City of Alexandria. **(Limit: 250 words)**

## **Section 2: Grant Application**

5. Please describe how, when, and where the grant would be used – please be specific in detailing its program or project populations, activities and objectives. What percentage of this grant would directly benefit residents of the City of Alexandria? Would this grant provide full funding for a program or be used in combination with other funding? Has that other funding been secured? **(Limit: 600 words)**

6. Please describe the special needs of those to be served with this grant and specify how those individuals will benefit from this grant. **(Limit 300 words)**

7. Please describe how your organization measures and evaluates the success of your programs. **(Limit 400 words)**

8. How will you sustain funding for this program in the future? **(Limit 300 words)**

9. Would you still be able to accomplish your objectives with a lesser amount?  
\_\_\_\_\_ Yes \_\_\_\_\_ No What is the minimum amount you would need to ensure that the project or initiative remains viable? **(Limit 50 words)**

## **Section 3: History of Rotary Grants**

11. If your organization has received grants from Rotary within the last three years, please list the years and amounts.

12. If your organization received a Rotary grant last year, please summarize how that money was used, quantify the benefits to your clients that were generated by this grant, and indicate whether it met your organization's measure of success. Provide one or two specific success stories that illustrate how this grant was used and who benefited from it. **(Limit 600 words)**

13. Name, title, phone & email of the contact person\* for this application:

Title: \_\_\_\_\_ Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

\* Following the submission of this grant application, the contact person may be asked to submit additional information by phone or email to assist in evaluating the application.

Share contact: \_\_\_\_\_ (optional)\*\*

\*\*By responding "Yes," if your grant is awarded funds the contact information listed under the "Share contact", will be provided to the other award recipients after the conclusion of the award ceremony.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Section 4:**

Please attach the following documents (indicate with a checkmark which documents are being attached):

- a copy of your IRS 501(c) (3) determination letter - required
- a copy of your organization's most recent IRS form 990 - required
- your most recent financial statement -required (audited preferred, if available)
- your most recent annual report (if available)

Please check to confirm the following information about your organization or provide a brief explanation as to why such information is not confirmable.

- a. operates pursuant to a written and up-to-date constitution and/or by-laws
- b. is in compliance with applicable federal, state, and municipal laws and regulations
- c. is directed by an active and responsive board or governing body the majority of whom serve without compensation
- d. operates pursuant to policies designed to avoid conflicts of interest
  - written policy
  - informal policy
- e. does not spend more than 25% of expenses on administration and fundraising
- f. does not receive more than 80% of total revenues from government sources

Submitted and certified by:

Title:	Name:
Organization:	Signed:
Date of submission:	

You will receive a confirmation email that your application was received. If you have not received a confirmation within two business days, please contact the Contributions Committee at alexrotarygrants@gmail.com.