



Rotary Club of Battle Creek Grant Guidelines

Purpose: Grants from the Rotary Club of Battle Creek support organizations in the Battle Creek area. Grants are awarded quarterly based upon the availability of funds. Grant requests should fall within the focus areas of education, youth programming, health/human services, or senior services.

Guidelines:

- Rotary grants are generally \$500 or less.
- Requests must have an exempt purpose as defined in IRS Section 501(c)(3).
- Grants for organizations outside of Battle Creek are generally not considered unless there is clear demonstration of a benefit to the Battle Creek community.
- Applications for religious activities, endowment fund, buildings, fundraising, operational costs, scholarships or activities that inure to the benefit of an individual (i.e. educational travel, student exchanges, camp scholarships), or for political purposes will not be considered. Faith-based organizations whose project does not have a religious purpose and whose project impacts the broader community are eligible to apply (i.e. homeless feeding programs, a church-based preschool).
- There is no limit to the number of grant requests any one organization may submit or receive annually. However, the committee seeks to support a variety of projects in our community in order to have the greatest impact.
- Funding will not be considered for projects that have been completed prior to the date of the application. Funding of pre-award costs to a project is also ineligible.
- All grant recipients are required to attend a Rotary meeting where they will be presented with the check for their project.
- Applications received after the due date for the quarter will not be considered. Applications that miss the quarterly due date may be considered in the next funding cycle but a new application will be required.

Deadlines: Applications are reviewed on a quarterly cycle based on its fiscal year. The Grant Committee meets within two weeks of the submission deadline and applicants are notified within 30 days of the submission deadline. The application deadlines are as follows:

<i>Fiscal Quarter</i>	<i>Application Deadline</i>
1 st Quarter	July 1
2 nd Quarter	October 1
3 rd Quarter	January 2
4 th Quarter	April 1

Reporting: Grant recipients agree to provide a summary of the project once completed. This report is due within four weeks of project completion. The report should include what the funds were used for, how the contributed to the program goals/outcomes, and (optional but desired) a photo with signed releases for use by the Rotary Club of Battle Creek for outreach and promotion, including on social media.

Submitting: Applications can be emailed (preferred) to Cheryl Beard at cheryl.beard1@gmail.com or mailed to Rotary Club of Battle Creek, Attention: Grant Committee, PO Box 2254, Battle Creek, MI 49016.

Information: For more information contact Cheryl Beard at 269.330.2917.



Rotary Club of Battle Creek Grant Application

Quarterly Grant Cycle:	Focus Area of Project/Program
<input type="checkbox"/> 1 st Quarter – due July 1	<input type="checkbox"/> Education
<input type="checkbox"/> 2 nd Quarter – due October 1	<input type="checkbox"/> Youth programming
<input type="checkbox"/> 1 st Quarter – due January 2	<input type="checkbox"/> Health/human services
<input type="checkbox"/> 2 nd Quarter – due April 1	<input type="checkbox"/> Senior services

Date of Application: _____ Date rec'd (completed by Grant Chair): _____

Grantee: _____

Street Address: _____ Phone: _____

City: _____ State: Michigan Zip: _____

Person completing application: _____ Email: _____

CEO/Executive Director (if different than above): _____

Grant amount requested: \$ _____ Total Project Budget: \$ _____

Identify the source and amount of funding that is expected (proposed) and/or that have already been received for this project (secured): _____

Has your organization received a grant in the last two years from our club? YES NO
 Has Rotary Club of Battle Creek funded this project in the past? YES NO

NARRATIVE

1. What is the purpose and goals for this project/program?
2. Who will benefit from this program/project?
3. How will funds from Rotary Club of Battle Creek be used?
4. How will your program be evaluated to determine if it was successful?