Gardner Rotary Foundation

Grant Application and Guidelines

The Gardner Rotary Foundation on behalf of the Gardner Rotary Club makes available funds to be used within the community, as defined by the Board, and falling within the areas of focus numerated below. All applications shall be as comprehensive as possible and will be submitted to the Foundation Board for approval.

The following is the official application and guidelines that would pertain to all Gardner Rotary Club members and outside requests, which were adopted by the Gardner Foundation Board.

An application must be from a Gardner Rotary Club member in good standing or from a community organization or community agency that is sponsored by a Gardner Rotary Club member in good standing. Recurring grants must be reapplied for and approved by the Board each Rotary year (July 1 – June 30).

The application for a grant from the Gardner Rotary Foundation should be submitted in writing. The application to include/address the following:

- An explanation reflecting the alignment with objectives of the funding. Requests must fall into one of the following categories that represent areas of focus for Rotary International and Gardner Rotary Club:
    - Promoting peace
    - Fighting disease
    - Providing clean water, sanitation, and hygiene
    - Serving mothers and children
    - Supporting education
    - Growing local economies
    - Protecting the environment
    - Emergency humanitarian relief
    - Other areas of need as approved by the full Foundation Board
- A specific description of how the funds will be used.
- A timeframe describing when and how the funds will be used.
- A description of the organization or individuals receiving the funds.
- A specific explanation of the local/regional connection that drives this request.

Note: grant recipients are expected to provide a written report to the Gardner Rotary Foundation Board, as well as a presentation to the Gardner Rotary Club on the impact those funds had within 12 months from receiving the funds. Recipients will sign a Grant Agreement prior to the disbursement of funds.

Each submitted grant application must include the name of the Gardner Rotarian who is serving as the sponsor. Grant applications may be submitted electronically throughout the year and be directed to: Foundation@gardnerrotary.onmicrosoft.com. If you have questions, contact Steve Hines, Cell: 913-244-4647. You may be asked to attend the Foundation Board meeting when the application is under consideration.

Depending on the use of funds, the Board reserves the option of requiring some level of matching funds as a condition of approval. For example, a grant of $10,000 may require that matching funds be raised by the club of $2,500 to $ 5,000. This will be strictly a Board determination based on the use of funds and the amount of the grant.

Once a completed application is received, it will be considered by the full Foundation Board at the next monthly meeting. After approval, funds will be available immediately. Emergency requests will be handled on a case-by-case basis. Funds will be paid out in accordance with a payout plan approved for each grant.

Email completed application to: **Foundation@gardnerrotary.onmicrosoft.com**