   Rotary Club of  Oakland

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1736 Franklin Street, #200, Oakland, CA 94612-3435

**Guidelines for Grant Applicants**

**Mission of the Community Service Committee**

The general mission of the Rotary Community Service Committee (CSC) is to support organizations that provide direct services to improve the quality of life of those who live in the Oakland Community. The Rotary Club of Oakland has been active in community service since it’s first project in 1909.

One avenue of Community Service is by making small financial grants. The Community Service Committee is responsible for reviewing the grant applications and deciding whether to forward the application to the Boards of the Oakland Rotary Club and the Oakland Rotary Endowment for approval and funding.

**Eligible organizations**

Grant awards are made primarily to organizations with a 501(c)(3) non-profit designation by the IRS, and may occasionally include: public or charter schools who are part of OUSD, a school’s auxiliary 501(c)(3)foundation, specialized City of Oakland projects where permitted, and projects or programs that do not have 501(c)(3) status who may apply via a fiscal sponsor with 501(c)(3) status. The grant award will be made to the fiscal sponsor to assure accountability of funds.

Preference is given to organizations: located and/or provide direct services in Oakland; and have demonstrated experience and strong management providing direct service generally for at least 3 years. A lower priority is given to organizations with large single or multiple corporate benefactors or large endowments.

**Grant amounts, Rotary Year Funding Cycle, Cost Sharing**

Grant amounts range from $500 to $3,000; most grants are awarded between $1,000 to $2,500. Requests that are for considerably more than this guidance are not likely to be considered.

Grants are available by Rotary year beginning July 1 through June 30 until funds are fully allocated. Grant Applications are considered as they are received. If an application is received after funds for the Rotary year have been fully allocated, the request will be returned and may be resubmitted after July 1 of the following Rotary Year. Only one grant application per organization or applicant will be considered per Rotary year. Once a grant is awarded, there is no guarantee of future funding.

Cost sharing or matching in cash is welcomed to demonstrate commitment and mutual participation in the project.

**Organizational Capacity building costs**

The CSC priority is to invest in projects that improve or expand on-going organizational capability and capacity to provide direct services.  Therefore, projects are particularly invited for capital improvements e.g., equipment, computers, storage sheds, appliances or any other tangible means of fulfilling the foregoing purposes.

Generally, the following organizational costs are not funded:  ordinary overhead or operating expenses, salaries or compensation and benefits for staffing, political campaign activities, rent for office or operational  space, marketing or publicity, general office supplies, utilities, or activities with a religious purpose.

**Project costs other than Organizational Capacity building costs**

Project costs for educational purposes to benefit individuals such as specialized training, transportation to services, admission to performing arts or educational events, specialized science or summer camps, or the like may be funded. Program or project supplies and materials required for the project may be funded.

**Selection Criteria for Funding:**

**Please Note:**Grant awards are made for PROJECTS not general support.

1.  *Eligibility*: Is the applicant an eligible organization?

2.  *First application*: Is this the only application this funding cycle?

3.  *Capacity building*: Will the project improve or expand capability or capacity to provide on-going direct services?

4.  *Direct service*: Do the services consist of face-to-face opportunities for meaningful personal connections with the community over time?

5.  *Diversity*: Does the project provide services or engage low-income and or ethnically diverse populations that have been traditionally underserved in meaningful direct service?

6.  *Service experience*: Has the applicant provided direct services for at least 3 years?

7.  *Community engagement*: Does the organization bring people together to serve, connect and inspire?

8*.  Fiscal Need*: Will the amount requested make a difference?

*Project Need*: How essential is the proposed project to meet the needs of the Oakland community?

9.  *Cost Share*: Does the application include a cash cost share or match?

10. *Relevance:* Is the project relevant to the areas of interest for funding?

11*. Feasibility*: Can the project be completed as proposed? If computers are requested, is there a plan for installation and training for users (required)? If a landscaping project, is there a plan for maintenance (required)?

12*. Outcomes*: Does the project describe measurable outcomes? What are the measures of success?

13. *Beneficiaries*: How many people in the Oakland community will receive direct benefit from the project or services provided by the applicant?

14. *Demonstrated management leadership*: Success of an organization and a particular project depends on the strength, competence and commitment of its leadership. Is the proposed leadership what is needed for a successful outcome?

15.*Final Project Report:*If a prior grant was awarded, was the Final Project Report submitted at the end of the grant period?

**Areas of Interest for Funding**

Positive Areas of Interest:

The areas of interest for grant funding may include, but are not limited to: education, enriching experiences and personal development for children and youth; support of housing, training, nonmedical health care services to low income, disabled, abused, hungry, homeless, seniors and immigrants; music and performing arts organizations and programs that serve youth and the community; projects that promote preservation and appreciation of the environment; peace and conflict resolution; experiential learning programs, literacy and programs supporting teachers, parents, students and public schools.

Examples of successful grant award areas: Additional information about areas for funding and grants that have been awarded is available at: <http://www.crsadmin.com/Gen/SitePages/SitePage.aspx?aid=3190>

Examples of areas that are not likely to be funded:

* Projects that have been substantially completed and/or funded by a non-Rotary source, i.e. no retroactive funding of completed projects, or that do not allow the up to three month review and approval period for a Rotary decision.
* Sponsorships: including tickets, tables, galas, raffles and the like.
* Funding or fees that are required to be paid to an organization directly or indirectly that is not located in Oakland, e.g. a corporate headquarters.
* Applications that request funding significantly in excess of the guidance provided about general grant award amounts.

Additional information about areas for funding and grants that have been awarded is available at:

<http://www.crsadmin.com/Gen/SitePages/SitePage.aspx?aid=3190>

**Submission**

**Please Note**that it may take up to three months for a decision to be on a grant application. Grant applicants should not expect a decision or funding, if the application is approved, sooner than three months after the application is received.

Applicants should review **Criteria for Funding Consideration**before submitting a grant request. The more complete and clear the grant application is, the more likely it will be considered. The Committee may decline the grant request if the application is incomplete and does not meet the criteria for funding.  In addition to the Grant Request form, the application may provide additional information that it deems may be helpful or necessary for the Committee to understand the organization or the project. Grant applications and any additional materials must be submitted by email. Paper submissions will not be accepted. The requesting organization should include with its application its IRS letter of 501(c)(3) determination and its most recent annual financial statements. Applicants will be notified when their grant application is received. The decision to fund or decline a grant application may take from one to three months.

**Project Evaluation -Final Report**

Rotary likes to know that the grant created benefits to the organization and to the Oakland Community. Therefore, grant recipients are obligated to send a Final Report when the project is complete or within 13 months after the date of the award which ever is sooner. The report must include an 1) accounting and itemization of the expended funds; 2) brief narrative about the project and whether its objectives were met; and 3) description of any long term benefit to the Oakland community.

Eligibility and consideration for future Rotary funding may be diminished if a final report is not received.

Electronic access to the Final Report form is available at:<http://portal.clubrunner.ca/3190> go to DOWNLOADS. Click on Grant Final Report.

We welcome and appreciate cooperating with you to invest in projects to improve or expand your on-going organizational capability and capacity to provide important services to the Oakland Community.

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