

**ROTARY CLUB OF TUCSON  
COMMUNITY GRANTS COMMITTEE 2004/05  
GRANT POLICIES AND APPLICATION**

**GRANT APPLICATION PROPOSAL – PAGE 1 OF 4**

**COMMUNITY GRANTS PROGRAM**

*To meet its community service objectives, the Rotary Club of Tucson and its Foundation has established a Community Grants Committee to administer all grants sponsored by the Club. The Community Grants Committee works in partnership with the United Way of Tucson and Southern Arizona to identify and support unmet community needs.*

Agencies applying for the Rotary Club of Tucson grant must be currently providing educational and/or recreational after-school activities for children and youth in Pima County.

*In prior years, the Club requested proposals from Pima County agencies providing services that addressed children and community needs. Beginning in 2004/05, the Club has changed its criteria and will begin awarding a single (1) \$25,000 grant.*

**FUNDING CRITERIA**

The Rotary Club of Tucson Community Grants Committee has established the following criteria for its one (1) 2004/05 grant:

1. The project will address the issue of providing after-school programs that:  
Provide safe, affordable educational and/or recreational after-school activities for youth who otherwise would be unsupervised and possibly engaged in activity that could be harmful to them and the community.
2. The project will increase the number and quality of after-school supports for children and their families.
3. The project will help children and their families become more self-sufficient.
4. The project must have clearly stated measurable outcomes.
5. The agency must state its plan to sustain the program after Rotary funding that will be limited to one year.
6. The program must be a collaborative effort with other agencies/schools that is non-duplicative.
7. The agency must show how it can leverage the Rotary grant by obtaining matching grants totaling at least \$25,000.
8. The agency must show how Rotary Club members could have “hands on” involvement and actively participate with children and youth in the program.
9. The project should enhance the Club’s *Centennial Literacy Project for Children*.
10. The agency must include a statement of its policy not to discriminate against any group on the basis of race, religion or ethnicity.
11. Projects must be administered **in Pima County by agencies**, which have a 501(c)(3) **tax-exempt** letter of determination from the Internal Revenue Service.

**PROJECTS NOT ELIGIBLE FOR FUNDING**

- Requests for individuals or groups to attend events, such as competitions, conferences, or study abroad.
- Support for other nonprofit fundraisers (including other Rotary clubs), such as raffles, tickets, or sponsorships.
- Grants to individuals, or to any religious or political organizations.
- Scholarship requests – these are handled by separate committee within the Club and are do not fall within the context of funds provided by the Rotary Clubs of Tucson Community Grants Committee.

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**GRANT APPLICATION PROPOSAL – PAGE 2 OF 4**

**PROPOSALS**

The application must be submitted by electronic means, either by email to Richard White at [rwhite@tucson-redcross.org](mailto:rwhite@tucson-redcross.org) or on a floppy disk or CD Rom. Additional attachments you may have including board list, brochures, etc should be mailed directly to Richard White C/O American Red Cross Southern Arizona Chapter, 4601 E. Broadway, Tucson, AZ 95711. Upon request, the application will be forwarded to you by email in a Microsoft Word template.

The application must include:

- Completion of Page 3 of this Grants Application Proposal Form.
- Completion of Page 4 of this Grants Application Proposal Form.
- Board Member Listing

All agencies—those proposed by the Rotary Club of Tucson Members, Community Grants Committee Members, United Way, or by those submitting independent proposals—will be given due consideration.

**OTHER**

Agencies must **submit completed applications** no later than **Thursday, December 23, 2004**. The Club will notify agencies by mail no later than **Friday, January 21, 2005** regardless if they have **been or have not been chosen as one of three (3) final candidates** for the single, Rotary grant for 2004/05.

**The Club will invite the three (3) finalists to make brief presentations to the Club membership at the Wednesday, February 2, 2005 meeting that begins at 11:30 a.m. and ends at 1:00. p.m.**

**The Club will award its 2004/05 grant to the winning agency at the Wednesday, March 30, 2005 meeting.**

Please remember that any Grant Application Form will be rejected if:

- It exceeds the Grant Application Form size constraints.
- Your answers extend outside the “boxes” provided (10 lines of 10 point type).
- It is not submitted electronically (e-mail, CD Rom or floppy disk).
- It is not received by Friday, December 10, 2004.

Please complete page 3 and 4 of the Grant Application Proposal and submit the entire 4 page Grant Application Form to the Rotary Club of Tucson, Community Grants Committee: c/o Richard White, C/O American Red Cross Southern Arizona Chapter, 4601 E. Broadway, Tucson, AZ 85711.

An electronic version (Microsoft Word as an email attachment) is required and should be sent by email to: [rwhite@tucson-redcross.org](mailto:rwhite@tucson-redcross.org) or a floppy disk or CD Rom containing the information should be included and mailed or *hand delivered* to Richard White at the above address.

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GRANT POLICIES AND APPLICATION**

**GRANT APPLICATION PROPOSAL – PAGE 3 OF 4**

All applications are to be completed only in the spaces provided on this form. The blanks and boxes are already set up with 10-point type. Any applications where your answers exceed the space requirements or are less than 10-point type will be rejected.

All applications must be received no later than **Thursday, December 23, 2004**. If you have any questions, please e-mail Richard White Chair, Rotary Club of Tucson Community Grants Committee at [rwhite@tucson-redcross.org](mailto:rwhite@tucson-redcross.org).

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**GRANT APPLICATION PROPOSAL – PAGE 4 OF 4**

**Note: 10-point type only. Do not type outside of lines.**

**Applicant Information:**

Organization: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Board President/Chair: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

**Funding Information:**

Requested Amount: \$25,000                      Total Project Budget: \$ \_\_\_\_\_

Overall Organization Budget: \$ \_\_\_\_\_

**Please answer the following questions:**

- Please check here if you a tax-exempt entity under IRS Section 501(c) 3.  
Since when \_\_\_\_\_
- Please check here if you receive funds from any other Tucson area Rotary Club.  
Amount \$ \_\_\_\_\_
- Please indicate sources and amounts of matching funds your agency anticipates receiving.  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

X \_\_\_\_\_ / \_\_\_\_\_  
Executive Director's signature (Date)                      Board Chair/President's signature (Date)

**ROTARY CLUB OF TUCSON  
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**GRANT APPLICATION PROPOSAL – PAGE 5 OF 4**

**Note: 10-point type only. Do not type outside of boxes.**

**1. Please provide a brief summary of your agency.**

**2. Please describe your request and the program for which you are requesting Rotary Club of Tucson funding.**

**3. What are your goals for the use of these funds?**

**4. What are the measurable objectives and how will you measure your success?**