



Rotary Club of Oakland Sunrise Community Service Grants Program Application Instructions and Process

We are the Rotary Club of Oakland Sunrise – a group of professional men and women with a long history of getting involved where we live and work, Oakland and the greater Bay Area, through contributions and hands-on service projects. With an overarching theme – to contribute positively to our communities – our Community Service Grants Program will award grants to qualified, compelling and outstanding organizations that provide support and services designed to build a better future for all in the greater Bay Area of Northern California.

Our grants can be up to \$4,000, but are typically smaller. Grant applications are considered twice a year. Grants must be received or postmarked by October 31, 2009 for consideration in our first funding cycle, and then by March 31, 2010 for consideration in our second funding cycle. In planning for your application please consider that the grant review process may take as long as sixty (60) days.

Step #1

*The first step in applying for a Community Service grant from the Rotary Club of Oakland Sunrise is to verify your eligibility. Please be sure that you meet **one or more** of the eligibility guidelines listed below:*

- ✓ Your organization is an established service club, charitable organization, school/educational institution, group or professional association.
- ✓ Your organization has proof of 501(c)(3) classification status with the IRS.
- ✓ Your organization must serve populations in the greater Bay Area. Organizations specifically serving the City of Oakland and Alameda County may have priority.
- ✓ Program, project or service proposed should demonstrate initiatives that have significant potential to support, enhance and build better futures for the community. Each year members of the Community Service Committee of the Rotary Club of Oakland Sunrise may establish priorities and strategies for that fiscal year to ensure that we meet the emerging and current needs of the community.
- ✓ The Rotary Club of Oakland Sunrise will only fund one request/applicant per fiscal year (July 1 through June 30). An organization may reapply in our second funding cycle if the applicant was unsuccessful in our first cycle. An applicant not belonging to the Rotary Club of Oakland Sunrise may only apply for funds up to \$1000 once a fiscal year.

Step #2

Next, create a Cover Letter/Sheet, one page limit, with the following information:

- Organization name, complete mailing address, contact name, phone and fax numbers and email address. Include website address and Tax ID number (if applicable).
- Project name and brief description.
- Brief description about how you learned about Rotary Club of Oakland Sunrise and the Community Service Grants Program. Were you referred or recommended by a club member? If so, what is the involvement of that member in your organization or in your organization's project?

Step #3

Please provide detailed responses discussing the six topics below – please label each response according to the topic number (no more than three pages in total):

1. The mission statement or vision of service of the organization. Include a brief history of the organization and any recent accomplishments and achievements of the past year.
2. Purpose for which the grant is requested. Please be specific and describe the initiatives that have significant potential to support, enhance and build a better future for the Greater Bay Area of Northern California.

3. Support of diverse communities. Please describe the population who will benefit: number of individuals, geographic location, age, socio-economic status, race, ethnicity, language, gender, etc.
4. Desired and expected measurable outcomes from the proposed program, project, or service. Include the methods you will use to evaluate the project and how you plan to communicate the project results.
5. Rotary Club of Oakland Sunrise involvement. Club members are motivated to give back to our community through volunteerism. We would be interested in reviewing ideas on how to creatively involve one or more Rotary club members with the local efforts of your organization and it's project over time.
6. Proposed project/program budget, including detail of the specific use of the requested funds. Is a Community Service Grant from the Rotary Club of Oakland Sunrise the only source of funding for this project?

Step #4

Whenever applicable, please include the following attachments with your application package:

- A. A current list of board members with affiliations OR a club or association's officers or directors.
- B. A list of sources and amounts of other funding committed, pledged, or requested for this project, including pending grants.
- C. A copy of your organization's tax exempt status under Section 501(c)(3) of the IRS code or equivalent.
- D. A copy of your organization's most recent financial statement (audited if possible).
- E. If different from the project budget, your organization's current operating budget.

Step #5

Grant applications should be submitted on your organization's letterhead and be no more than three pages in length (not including the cover sheet/letter and attachments). Please submit hard copies only (no faxes or emails). Please do not send books, videos or materials in binders or folders.

Grant applications are not binding and do not obligate the Oakland Sunrise Rotary Club to review subsequent applications. Incomplete applications will not be considered. Please mail or deliver your application package to:

Rotary Club of Oakland Sunrise
 Community Service Grants Program
 Attn: Fred Bowe
 5424 Brookwood Lane
 Richmond, CA 94803

All grant applications will be evaluated by members of the Community Service Committee of the Rotary Club of Oakland Sunrise according to eligibility requirements detailed in this document and subject to the final approval of the Board of Directors. The current President of the Rotary Club of Oakland Sunrise will notify successful grantees in writing. A representative of your organization may be asked to attend a meeting for the purpose of a formal grant award presentation.

The Rotary Club of Oakland Sunrise cannot provide funding for everyone. Therefore, considerations will not be made for the following:

- Grants to individuals
- Deficits or retroactive funding
- Organizations that discriminate on the basis of race, culture, gender, sexual orientation, age or religion
- The promotion of religious or political causes
- Endowment campaigns

- Memorial campaign