Grant Procedures and Criteria

- Mission – The Rotary Club of Richmond seeks to support local non-profit organizations in our community who are making a difference in the critical needs of the citizens of the City of Richmond, VA and surrounding areas.
- The window for accepting grant requests will be February 15 – March 31.
- The grant requests will be evaluated by the RCR Project-Grants Committee and a recommendation will be made to the RCR Board of Directors. Recommended grants will be presented to the RCR Board of Directors at their April board meeting.
- The Board of Directors will vote on and approve the grants to be awarded funding. Prior to July 1st, grant grant recipients will be announced at the induction ceremony held for incoming RCR officers of the upcoming Rotary year.
- All grant recipients will be invited to a club meeting on or around August 1st to be introduced, provide a brief description of their organization and receive a check.
- Organizations will submit grant requests by providing the following information:
    - Point of Contact name, phone, email
    - Executive Director of organization name, phone, email
    - TIN
    - Mission
    - Is your organization a 501(c)3 entity
    - History and Total Annual Operating Budget
    - Type of request (operational or program)
    - Amount Requested
    - Program Name and Description
    - Need in the Community
    - Who will be served, how many will be served
    - Program Budget
    - 3 goals for the program and expected outcomes
    - How will you define success
    - Sustainability after this grant is over
    - Please submit (if available) a current 990, Audit, 501c3 designation
- How will Rotarians participate and how will the Club be recognized
    - The club seeks to fund organizations where our Club members can actively participate by volunteering with the organization OR where the Club is recognized by the grantee on social media, in a newsletter and/or in the Annual Report distributed by the non-profit organization
- Organizations are invited to apply every year with no restrictions. All applications will be evaluated using the criteria set forth in the grant application instructions.
- The RCOR **will expect** a report from the grantee at the end of the one-year funding period. This will include data from the organization as to how the funds were spent and how the program overall has performed for the year funded. Please include a story showing the impact of your work. If no report is produced the grantee will not be considered for another year of funding. A site visit may be requested.
- Submit response by email to: cduvall@lindlcorp.com and paul3107@yahoo.com