

Grant Procedures and Criteria

*Mission: The Rotary Club of Richmond (RCR) seeks to support local non-profit organizations in our community who are making a difference in the critical needs of citizens in the city of Richmond, VA, and surrounding areas.

*The window for accepting grant requests will be February 15 – March 31.

*Grant requests will be evaluated by the RCR Project-Grants Committee; its recommendation will be made to the RCR Board of Directors at the RCR April Board meeting.

*The RCR Board of Directors will vote on and approve the grants to be funded. Prior to July 1st, 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, and its budget
- Define, describe the need in the community
- Who will be served, how many will be served
- 3 goals for this program and expected outcomes
- How will you define success
- Sustainability after this grant is over
- Please submit (if available) a current 990, audit, 501(c)3 verification

*How will Rotarians participate and how will the RCR be recognized: RCR 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 and/or the Annual Report distributed by the non-profit

*Organizations are invited to apply every year and will be evaluated using the criteria set forth herein.

*The RCR **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 their performance. 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.