



THE ROTARY CLUB OF CARROLL CREEK COMMUNITY SERVICE COMMITTEE GUIDELINES FOR FUNDING

The Rotary Club of Carroll Creek (RCCC) works to bring Rotary International's mission to life in Frederick County. Rotary International's mission is to provide service to others, promote integrity, and advance world understanding, goodwill, and peace through its fellowship of business, professional, and community leaders.

RCCC accepts applications for funding to support projects and programs that meet the community needs of Frederick County.

Fiscal Year 2020 Funding Timeline

November 15, 2019 – FY20 Applications Due to grants@carrollcreekrotary.org by End of Business

November 16 through December 15, 2019 – RCCC Review Period

January 6, 2020 – Applicants are Notified of Funding Status

January 22, 2020, 7:15 a.m. – Checks Awarded to Successful Applicants at RCCC Meeting
(Successful applicants are invited to attend and accept their grant.)

June 15, 2020 – Deadline for Applicants to Submit Year End Reports

Eligibility Guidelines:

All grant activities must:

1. Relate to the mission of The Rotary Foundation. The Mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.
2. Fund activities that have been reviewed and approved for funding **before** the start of their implementation (i.e. FY20 projects cannot start prior to January 22, 2020). Grants may not be used to reimburse organizations for activities and expenses already completed or in progress.

Grants cannot fund:

1. Continuous or excessive support of any one entity.
2. Establishment of a foundation, permanent trust, or long-term interest-bearing account.
3. Operating, administrative, or indirect program expenses of an organization. (i.e. salaries and operating expenses)
4. Activities for which the expense has already been incurred.

Funding Objectives:

Priority funding consideration is given to projects that meet one or more of the following objectives:

- Help children
- Involve the Carroll Creek / downtown Frederick area
- Impact the City of Frederick and Frederick County
- Support the ideals and objectives of Rotary International by:
 - Assisting the underprivileged
 - Promoting international goodwill and better understanding through cultural exchange (think globally, act locally)
 - Improving health care
 - Promoting the concept of community service throughout our community
 - Promoting goodwill and better understanding through education
 - Promoting awareness of the needs of our community
 - Promoting philanthropy and service in our Rotary club
 - Supporting projects that are consistent with the theme of the Rotary year as determined by the President of Rotary International and our Rotary club president and board

Evaluation Criteria:

Funding preference is given to programs and projects that:

- Are well planned
- Show a direct, measurable impact to the community
- Make a significant impact for money spent (e.g. fishing poles as opposed to fish)
- Promote “hands on” participation by our Rotary club members
- Enhance the identity/visibility of our Rotary club within the community

RCCC reviews each funding application based on the following criteria:

Project Description Is the project information complete and includes how the project addresses the funding objectives?	20 pts
Hands-On Component Is there an opportunity for Rotary club members to participate in the project through hands-on community service?	20 pts
Matching Funds Are RCCC funds leveraged to secure matching funds from other sources?	20 pts
Promotes Goodwill Does the project meet the Rotary 4-Way Test? <ol style="list-style-type: none">1. Is it the TRUTH?2. Is it FAIR to all concerned?3. Will it build GOODWILL & BETTER FRIENDSHIPS?4. Will it be BENEFICIAL to all concerned?	10 pts
Needs Measure Is the project or program meeting a demonstrated need in the community?	20 pts
Rotary Club of Carroll Creek Recognition? Does the project or program adequately recognize RCCC for its contribution?	10 pts
Total	100 pts

Rotary



THE ROTARY CLUB OF CARROLL CREEK COMMUNITY SERVICE COMMITTEE FUNDING REQUEST FORM

1. Applicant Information

Name of Organization/Agency: _____

Date of Request: _____ Date Funds are Needed: _____

Mailing Address: _____

Non-Profit: Yes / No EIN: _____ Website: _____

Contact Name: _____

Contact Position within the
Organization/Agency: _____

Contact Phone: _____ Contact Email: _____

Has your organization received funds from RCCC in the past 2 years? Yes No

If yes, please briefly describe how the funds were used?

2. Project Information

Project Title: _____

Project Mission (One sentence):

Project Start Date: _____ Project End Date: _____

Geographic Location of
Project (select all that apply): Carroll Creek Downtown Frederick
 Frederick City Frederick County

3. Budget and Matching Funds Information (20 points)

a. Project Budget (insert lines as needed or attach separate budget document)

<u>Item</u>	<u>Unit Cost</u>	<u>Qty.</u>	<u>Cost</u>
Total Project Budget:			

b. Project Funding

Amount Requested from RCCC: _____
 (Average Grant Amount: \$2,500/Maximum Grant Amount: \$10,000)

Other Funding Sources:
 (List all other funds – add rows as needed)

	Source	Amount	Committed (yes/no)
Total Anticipated Funding:			

Note: Anticipated funding and total project budget should match

4. Summary of Need (20 points)

a. What area(s) does this project/program address? (select all that apply)

Children and Youth

Quality of Life

Healthcare

Underprivileged Persons

Environmental

Community Development

b. Describe the community need this project or program addresses?

5. Project Description (20 pts)

a. Describe the project in 20 words or less including specifically how Rotary funds will be used.

b. Project Goal(s):
(Include 2-5 measurable goals.)

c. What is the project's intended outcome and how will success be measured?

d. Describe how the project will be implemented and how will long-term success be sustained after the grant funds have been spent?

6. Hands-On Component (20 pts)

- a. Will the project include a “hands on” component inviting participation by Rotary Club members? Yes No
- b. If yes, describe the hands-on project opportunity including the number of volunteers needed, total number of hours, and approximate timeframe.

7. Promotes Goodwill (10 pts)

- a. As it relates to the Rotary 4-Way Test, how will this project promote goodwill and better friendships?

8. RCCC Recognition (10 pts)

- a. Describe how the community will know this is a Rotary Club of Carroll Creek sponsored project, (e.g., publicity in local news media outlets or social media, public launch, open house, or dedication, display of the Rotary wheel, etc.)?