

# Rotary



## 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.

Please note that funds are limited, even more so this year due to pandemic-related reduction in fundraising revenues. This grant program is competitive. For the best consideration, please clearly and thoroughly communicate how your request aligns with the funding objectives and evaluation criteria. Do not assume grant reviewers have any prior knowledge of your project, program, or organization.

### **Fiscal Year 2021 Funding Timeline**

November 20, 2020 – FY21 Applications Due to [grants@carrollcreekrotary.org](mailto:grants@carrollcreekrotary.org) by End of Business

November 21 through December 16, 2020 – RCCC Review Period

January 2, 2021 – Applicants are Notified of Funding Status

January 20, 2021, 7:15 a.m. – Checks Awarded (Recipients are invited to attend virtual RCCC meeting where grant recipients and projects will be recognized.)

June 18, 2021 – 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., FY21 projects cannot start prior to January 20, 2021). 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:

<b>Project Description</b> Is the project information complete and includes how the project addresses the funding objectives?	20 pts
<b>Volunteer Component</b> Is there an opportunity for Rotary club members to participate in the project through volunteer community service?	15 pts
<b>Matching Funds</b> Are RCCC funds leveraged to secure matching funds from other sources?	20 pts
<b>Promotes Goodwill</b> Does the project meet the Rotary 4-Way Test? <ol style="list-style-type: none"><li>1. Is it the TRUTH?</li><li>2. Is it FAIR to all concerned?</li><li>3. Will it build GOODWILL &amp; BETTER FRIENDSHIPS?</li><li>4. Will it be BENEFICIAL to all concerned?</li></ol>	10 pts
<b>Needs Measure</b> Is the project or program meeting a demonstrated need in the community?	25 pts
<b>Rotary Club of Carroll Creek Recognition?</b> Does the project or program adequately recognize RCCC for its contribution?	10 pts
<b>Total</b>	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?

*Note: Receiving a grant in the past two years does not automatically disqualify you. However, it is a factor in making sure the program does not provide "continuous or excessive support of any one entity," per the eligibility criteria.*

### 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



**b. Project Funding**

Amount Requested from RCCC: \_\_\_\_\_  
(Average Grant Amount: \$2,500)

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

	Source	Amount	Committed (yes/no)
<b>Total Anticipated Funding:</b> <i>(This number should be the same as the total project budget number. If it's not, be sure to explain why.)</i>			

Optional: Any additional information we should know about the budget?

**4. Summary of Need (25 points)**

*Note: This is the most heavily weighted section in the evaluation criteria. Be sure to clearly and specifically explain the need your program/project addresses, and how you know that need exists. This is the “why” behind your project/program.*

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)**

*Note: Someone with little to no knowledge about your organization should read this section and walk away with a clear understanding of exactly what you're going to do and how you're going to do it.*

- a. Describe the project in 20 words or less including specifically how Rotary funds will be used.  
*Note: We're not looking to hear about the entire project in this section, we're looking for the specific things or elements of the project the grant will support.*

- b. Project Goal(s):  
(Include 2-5 measurable goals.)  
*Note: Goals are the specific and measurable things your project will produce (e.g., 6 at-risk youth will attend camp, 1 new swing-set will be added the playground, 36 low-income families will receive meals).*

- c. What is the project's intended outcome and how will success be measured?  
*Note: Outcomes are the bigger-picture things your project will accomplish by meeting the goals (e.g., At-risk kids will be introduced to career pathways and mentors who can help break the cycle of generational poverty, children will have a safer play area, families will experience less instances of food insecurity).*

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

**6. Volunteer Component (15 pts)**

*Note: The volunteer component includes activities directly related to the program or project. These are things specifically related to the completion of the project or program (i.e., Rotarians serving on the organization’s board of directors or otherwise involved with the overall organization does not satisfy the volunteer element).*

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

**7. Rotary 4-Way Test (10 pts)**

Of the things we think, say, or do:

- 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?

- a. How does this project meet the Rotary 4-Way Test?

**5. 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.)?