

The Indianapolis Rotary Foundation Guidelines for Community Grants

Purpose of the Awards

The first purpose of the Indianapolis Rotary Foundation (Foundation), as stated in its founding documents, is to promote charitable and educational purposes within the State of Indiana and such other charitable and educational purposes deemed appropriate by its Board of Directors. To satisfy this goal, the Foundation requests Letters of Intent be submitted from community organizations that wish to be considered for one of four community grants.

The Indianapolis Rotary Foundation only awards grants to 501(c)(3) organizations, who serve primarily the residents of central Indiana.

Awards

The Foundation intends to award four grants as follows.

- Two grants of \$25,000, each
- Two grants of \$10,000, each

Depending on the available funds and the quality of the applications, the Foundation reserves the right to alter the quantity and amount of grants awarded.

Application Process

For consideration of a Community Grant, applicants must comply with the following application process. Organizations that do not comply with the process will be automatically disqualified from consideration for a grant.

- Letter of Intent
 - Submit a Letter of Intent as prescribed below by Monday, June 26, 2017
- Finalists
 - By August 22, 2017, the Foundation will select a group of finalists.
- Finalist Proposals
 - Proposals must be submitted by Monday, October 16, 2017.
 - The proposal must be submitted in electronic format and may not exceed five pages. Unlike the letters of intent, no specific content is required. However, proposals may wish to identify how the requested grant furthers

the Rotary Foundation's charitable mission and how it will increase the public's understanding of Rotary's importance to the community.

- In addition to the proposal applicants are required to submit a statement of financial position. This may be an audit, year-end financial statement or other document determined by the applicant.
 - It is required that both documents, the proposal and statement of financial position, are submitted as a single PDF document.
- Interviews
 - Foundation board members will conduct interviews of applicant organizations.
 - Award Notifications
 - Successful recipients will be selected by the Foundation and notified by November 21, 2017.
 - The Foundation reserves the right to alter the process at its discretion.

Accountability

Community grant recipients shall complete and submit a Final Grant Report to the Foundation. The Final Grant Report is due on the date indicated by the Foundation in its award notification letter. The Foundation reserves the right to modify any and all terms of this application process.

Letter of Intent Guidelines

A Letter of Intent, which is not to exceed three (3) pages with a font size of at least 12-point, should be submitted on the organization's letterhead and should be signed by both the chief executive officer and the board chair or president.

Include a brief description of the nature of the organization and its mission, including the year it was established as a 501(c)(3) not-for-profit. The program for which funding is sought should be described, including:

- 1) Grant amount being requested (\$25,000 or \$10,000).
Please note: Letters requesting other amounts will not be considered.
- 2) Explanation of the need for the program
- 3) Number of people served by the program
- 4) Describe the program's intended outcome
- 5) Program timeline
- 6) Project budget
- 7) Explanation of the permanence of the project, if applicable
- 8) Volunteer opportunities for the Rotary Club of Indianapolis, if applicable
- 9) How the requested grant furthers the Indianapolis Rotary Foundation's charitable mission
- 10) A visible way in which a grant from the Indianapolis Rotary Foundation will be acknowledged

In addition to the three page Letter of Intent, please include:

- 1) Application Cover Form (Form Provided)
- 2) Roster of the Board of Directors, including names, titles, and professional affiliations.
- 3) Copy of the organization's IRS 501(c)(3) determination letter.

The Application Cover Form, Letter of Intent, Board Roster and 501(c)(3) letter must be sent electronically, combined as a single PDF document, to Kelly Tingle at ktingle@indyrotary.org no later than June 26, 2017. Only electronic submissions will be accepted.