

The Indianapolis Rotary Foundation Civic Entrepreneurship Grant Application Guidelines

Overview

The Civic Entrepreneurship grants are specifically designed to fulfill a stated purpose of the Indianapolis Rotary Foundation. That purpose is to stimulate the desire of each member of the Rotary Club of Indianapolis to be of service to others and to society in general.

Club members are encouraged to submit proposals for “mini-grants,” not to exceed \$1,000, to support Rotarian led community service projects. The Indianapolis Rotary Foundation will award grants of up to \$1,000 based on the applications received.

Application Procedure

The application may not exceed three pages (2 page proposal + 1 page budget). The application should include the following specific information.

- 1) Name and contact information of the Rotarian submitting the application
- 2) Description of the project. This may include
 - a. Explanation of the need for the program
 - b. Number of people served by the program
 - c. Program timeline
 - d. Partner organization, if any
 - e. Websites with additional information
- 3) List of Rotarian Volunteers
 - a. If approved, grant recipients should seek time at the podium to recruit more volunteers.
- 4) Description of the role the Rotarian volunteer will have in the project.
- 5) How the project furthers the mission of the Rotary Club of Indianapolis
- 6) A visible way in which the Rotary Club of Indianapolis will be acknowledged (if appropriate)
- 7) Budget

Follow-up requirement

Grant recipients must provide a follow up communication (via email), with a brief description of the event outcome and digital photos, which can be used for promotional purposes.

The application must be sent electronically to Jamie Hanan at jhanan@indyrotary.org. Only electronic submissions will be accepted.

FAQ Answers

- **Grants must involve a service project involving Rotarians.**
- **Applications that simply request money for other organizations or foundations are not eligible. These requests should be made via the Community Grant Application.**
- Club members are encouraged to submit proposals for “mini-grants,” not to exceed \$1,000, to support Rotarian led community service projects.
- The grant applications will be reviewed by the mini-grant committee, a standing committee consisting of five members, as follows:
 - The Club president or her/his designee, who will serve as the committee chair.
 - Four members nominated by the Club president, defined as the president during the fiscal year the grants will be made, and approved by the Foundation board.
- It is anticipated that grant requests will be submitted on a continual basis. In fact, this will be encouraged. As such, the committee chair will develop a method of reviewing applications that will provide adequate review by all committee members and provide timely feedback to applicants.
- Only members of the Rotary Club of Indianapolis may apply for Civic Entrepreneurship grants.
- Members and their grant partners may participate in more than one grant application.
- Grant applications must be submitted electronically and follow the Civic Entrepreneurship Grant Application Guidelines.
- Upon a majority affirmative vote of the mini-grant committee, an application will be deemed approved.
- For approved grants, funds will be distributed upon request in compliance with the approved budget.
- The committee reserves the right to approve, disapprove, or approve with modification any grant application.
- The projects attached to grant applications may be performed in partnership with outside organizations, but Rotarians must have an active role in the specific project. Additionally, the grant request budget should only include actual and/or out of pocket expenses related to the project.
- Where grant applications are anticipated to exceed the available funds, the committee should give preference to newer Club members in hopes of instilling in them the Rotary spirit and helping assimilate them into the Club’s activities.
- The grant committee will determine the timing and method by which grants will be accepted and awarded.
- Civic Entrepreneur grant recipients shall submit to the Club board of directors, within one year following grant approval, a report on the use of the grant funds, copies of which will be provided to the Foundation.