



ROTARY CLUB OF DUBUQUE HUMANITARIAN GRANT GUIDELINES

Mission

To provide business, professional, and community leaders opportunities for service to others in order to benefit our community and to promote high ethical standards, fellowship, and good will worldwide.

Purpose

Rotary Club of Dubuque's Humanitarian Grant Program places strong emphasis on assisting organizations that make life better in Dubuque. Within Rotary's funding guidelines and priorities, grant requests will be considered from any local non-profit organization.

General Guidelines

Nonprofit organizations that meet eligibility criteria (see below) are encouraged to submit a grant application. Rotary considers each application on a case-by-case basis. We consider support for local (Dubuque County) community programs in the following areas:

- ∑ Children, Youth and Families
- ∑ Health and Human services
- ∑ Arts and Culture
- ∑ Education
- ∑ Environment
- ∑ Civic Organizations not included above

Maximum request: \$3,000

Eligibility Criteria

- ∑ Applicant organizations must be a tax-exempt organization as described in the Internal Revenue Code 501(c)3.
- ∑ Only one application is permitted for any organization per year.
- ∑ **The Rotary Club of Dubuque** does not generally award an organization two years in a row. Also, if an organization has received funding from the Rotary Club of Dubuque in the past program year (previous July-June), that organization will not be considered for a Humanitarian Grant.

Final Report

Funded organizations will be expected to complete and return a **Final Report** by the date specified in the grant agreement to include information about the audiences served, numbers of people served, impact of the program and expenditures.

Types of Support

Rotary Club of Dubuque will consider requests from community organizations for local projects/programs in the following areas:

Children, Youth, Families – the highest priority

Example: Programs that enhance the quality of life for children and youth through opportunities that will enhance their intellectual, emotional, physical and social development.

Health and Human Services

Example: Programs and projects that benefit underserved populations in our community including issues of homelessness, healthcare, hunger, poverty and the elderly.

Arts and Culture

Example: Organizations that increase accessibility and enhance awareness of arts and culture, especially among underserved populations.
Promote the arts in education.

Education

Example: Programs and projects that serve all age groups and segments of our community's population.

Environment

Example: Programs that enhance awareness and work to resolve regional environmental issues.

Civic Organizations

Example: Other non-profits not included in one of the areas above

Ineligible Activities and Expenses

- ∑ General operating expenses, salaries, or ongoing project support
- ∑ Annual and capital campaigns (though we will consider capital projects)
- ∑ Debt reduction or project expenses that occurred prior to application deadline
- ∑ Support to/for individuals
- ∑ Seldom will we consider funding 100% of a project/program
- ∑ Guest speakers, travel or related expenses

Publicity

The Applicant agrees to acknowledge the **Rotary Club of Dubuque** in all of its publicity and written documentation related to the project. Rotary's logo may be downloaded from its website:

www.dubuquerotary.org.

Rating Criteria

Criteria used to evaluation applications include, but are not limited to:

- ∑ Does the project/program address a significant community issue?
- ∑ Does the project/program demonstrate quality, vision, effectiveness and collaboration?
- ∑ Does the organization present a plan for implementation and completion of project/program on a timely basis?
- ∑ Is there a plan for program/project sustainability once grant funds are expended?
- ∑ Has the organization provided a well-thought out funding plan?

Match Requirements – While no formal requirement – matches improve the overall grant application.

Thank you for the work you do to make Dubuque a better place to live, work and play! Rotary Club of Dubuque

Humanitarian Grant Committee