



Humanitarian Grant Guidelines – 2018

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. Project guidelines have changed this year to be more aligned with Rotary International program guidelines. Please read through the eligibility criteria carefully.

Maximum request: \$3,000

Eligibility Criteria

(Note our eligibility criteria has changed this year, so please read through the criteria carefully.)

- Applicant organizations must be a tax-exempt organization as described in the Internal Revenue Code 501(c)3.
- Rotary Club of Dubuque will fund each organization once, annually. If the applying organization receives ongoing support from Rotary Club of Dubuque, the Humanitarian Grants Committee has the authority to exclude the organization from the application review process.
- If an organization has received funding from the Rotary Club of Dubuque in the past program year (July, 2017-June 2018), that organization may be considered for a Humanitarian Grant, however, the projects must be different from the previous year's request.
- Employees or officers of applying organizations are not allowed to participate in the grant review process and must disclose their relationship.
- All applications must meet one of the following focus areas:
 - Supporting Mothers and Children—Projects that support vulnerable mothers and children so they can live longer and grow stronger. Our local focus will be on programs and projects that benefit this population in our

community and help tackle issues like health, hunger or poverty. Special priority will be given to preventative services.

- Supporting Education—Projects that strengthen and support basic education and literacy, reduce gender disparity in education or increase adult literacy.
- Supporting and Growing Our Local Economy—Projects that provide sustainable solutions to breaking cycles of poverty.

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?
- Is there an opportunity for Rotarians to conduct service during the course of this project?

Match Requirements

While there is no formal match requirement, matches improve the overall grant application.

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.

Important Dates

Applications Due: August 31 at 4:30 pm

Award Notifications: October 23

Check Presentations: November 20 at 12:00 pm Rotary Club of Dubuque Meeting

*Note: Formal grant presentations are no longer required.