

## 2024 Table Rock Rotary Club Grant Guidelines

Each year the Table Rock Rotary Club budgets money from the General Fund to support community organizations that preserve or enrich the health, education, welfare, and fitness of the community.

### **PROGRAM OVERVIEW**

The Table Rock Rotary Club endeavors to promote community support organizations through this grant process. Community support organizations may receive grants to support activities and programs that are accessible to the Table Rock Rotary Club community and encourage the development of healthy community organizations that provide programs for citizen welfare and education in the region. Rotary funding priorities for 2024 are:

1. Organizations that address a unique community need.
2. Organizations that serve a broad spectrum of the community.
3. Organizations that avoid overlapping services.
4. Established service providers.

### **ELIGIBILITY CRITERIA**

Table Rock Rotary Club will consider proposals from community organizations that meet the following eligibility criteria:

1. Applications will be accepted from organizations that provide programs for citizen welfare, arts, and education.
2. Only one (1) application may be submitted per organization.
3. Grant requests can be up to \$1,000. The Table Rock Rotary Club will review the grant applications and pick up to five different groups to receive the monies.
4. Once the applications are received the Table Rock Rotary Club Board will review the grants.
5. Once they are approved by the Board, they will then be expected to give a 15-to-20-minute overview of the grant and how the money will help the organization in a Table Rock Rotary Club meeting as part of the grant application process.
6. If the applicant has received the grant from Rotary the prior year, they are ineligible to apply again for two years. After two years have passed, they are again eligible to apply.
7. The applicants' home office must be in Stone County.

### **ACCOUNTABILITY**

If you received funds for 2024, a follow-up report on the use of any Table Rock Rotary Club funds awarded for 2024 is required in or around April of 2025

### **REVIEW PROCESS**

Each application will be evaluated according to its strengths, merits, and completeness.

**APPLICATION OPENING DATE**

**April 1<sup>st</sup>, 2024**

**APPLICATION DEADLINE**

**5:00 p.m. on Thursday, May 30<sup>th</sup>, 2024.**

**FUNDING PERIOD**

The funding period is Fall of 2024, through Fall of 2025. Most payments will be awarded at a Rotary Club Meeting between October and December (depending on the number of applicants) of the established year. Applications will be accepted from April 1<sup>st</sup> till May 30<sup>th</sup> for that specific year grant cycle.

**OTHER CONDITIONS**

**Nondiscrimination:** including statutes prohibiting discrimination on the basis of race, creed, disability, national origin, sex, sexual orientation, age, or marital status.

**Credit/Acknowledgement:** grantee agrees that a notice will be included in appropriate announcements and promotional efforts stating:

**"This activity/event/program is supported by a grant from the Table Rock Rotary Club."**

2024 Table Rock Rotary Club  
Grant Application

Application must be completed IN FULL to be considered. Supplemental documentation may be sent to the Table Rock Rotary Club Board along with the application. The Table Rock Rotary Club has the right to ask for further documentation to clarify the application if needed.

Application Deadline is Friday, May 30<sup>th</sup>, 2024, at 5 pm. Please deliver/mail one (1) original to:

Table Rock Rotary Club  
Attn: Grant Applications  
PO Box 185  
Reeds Spring, Missouri, 65737

**Part 1: Applicant Information**

Name of applicant organization: \_\_\_\_\_

Name of umbrella organization (if applicable): \_\_\_\_\_

Applicant contact person: \* \_\_\_\_\_

Phone:\* \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail Address:\* \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Non-profit Tax ID number (if applicable): \_\_\_\_\_

List Board of Directors: \_\_\_\_\_

How many years has your organization been in existence? \_\_\_\_\_

**\*A valid Contact Person, Email Address, and Phone number is required for the application so we can notify you of dates that are pertinent to the Grant Process.**

**Part 2: Grant Request**

**Cash Request Amount** \$ \_\_\_\_\_  
(up to \$1,000.00 per request)  
(higher amounts can be approved  
on a case-by-case review by the club)

*Please respond to the following in no more than 6 single sided sheets (12-point font minimum). Follow the format, number system, and headings presented in the Grant Application. Make sure you include the number and heading for the information requested so reviewing board members can readily find the various categories as presented in the Grant Application.*

1. Mission Statement: A **clear and concise statement of the organization's mission, not including goals and objectives.**

2. Goals and Objectives (if available)

**Goals** = desired future state or direction (1 year or more)

**Objectives** = intended results or outcomes that are measures of progress towards a goal (1 year or less)

State precisely:

1. Purpose of requested funds. \*List budget items for which funds will be expended.

2. Geographical location of where funds will be expended. \*Quantify the percentage of programs/activities accessible to the community of the following locations (percentages should add up to 100%):

3. Why is it critical you receive this funding?

4. How will funding of your organization's activities meet the Table Rock Rotary Club's funding priorities (from page 1)?
5. Describe the community support for your organization or program.
6. How will you evaluate the success of your organization or program?
7. Please list other support provided to your organization, other funding organizations or community groups.

**Application submitted by:** \_\_\_\_\_  
(please print)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Part 4: Follow-up Report**

**No more than one page (front and back)**

Reports should include, but not necessarily be limited to:

- A. Number of people served
- B. Actual use of funds
  - a. Budget items
  - b. Geographical location where funds were expended
- C. Describe how your organization/program benefited the community
- D. Describe any problems with your programming or organization that Table Rock Rotary Club should know about
- E. Other

All Year 2024 grant recipients that are required to submit a follow-up report in the Year 2025 and explain how the funds were used to assist the community.