

## **Community Grant Program Instructions 2017-2018**

- Contact Information:** Rick Hansen  
Hayward Rotary Club (Community Grants Program)  
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- Purpose:** Rotary International is an organization of business and professional persons united worldwide who provide humanitarian service, encourage high ethical standards in all vocations and help build goodwill and peace in the world. Rotary International's areas of focus include promoting peace, fighting disease, providing clean water, saving mothers and children, supporting education and growing local economies. To achieve that end, Hayward Rotary seeks to support the human service needs of the greater Hayward community. Grants are given to not-for-profit organizations whose policies are formulated by a representative local board.  
Grants are made for specific projects and new programs.
- Areas of Interest:** The Hayward Rotary Club Board of Directors meets annually to determine its grant priorities for the new fiscal year. For this grant cycle the priorities include support for education, health and human services, youth, the elderly, poverty, the arts and the environment.
- Program Limitations:** Hayward Rotary Club does not make grants directly to individuals or for political or sectarian purposes, endowments, expenses related to fundraising activities, organizations intending to pass through grants, deficit liquidation proposals, and general operational expenses, as opposed to program specific costs. **Grant requests must be made by a Tax Exempt Organization.** There is a total of approximately \$30,000 available. **Grants up to \$3,000 may be requested. Only one grant request per organization will be allowed.**
- Geographic Limitations:** Priority will be given to programs located in and serving people within the city and unincorporated area of Hayward, CA.

Application Procedures: **Application Form and Guidelines.** The application is attached. Grant applications that meet the grant priorities for the fiscal year must be received at **HRCCGP c/o Minuteman Press, 22523 2nd Street, Hayward CA 94541 by 5 pm on Nov. 30,2017**

**Instructions for completing Application Form.** Please try to use only the space provided. Incomplete applications, applications not complying with these guidelines, or not meeting the club's funding priorities, will not be forwarded to the Board for review. The Board of Directors will review grant requests at the January 2017 Board Meeting

**Forwarding Completed Applications.** Mail or deliver the original plus 15 copies of the completed application including attachments (staple each copy), to **HRCCGP c/o Minuteman Press 22523 2nd Street, Hayward, CA 94541 for receipt by the deadline.** Do not submit any other documentation. Applications may be mailed or hand delivered.

**Award Decisions Are Final.** There is no appeal process. Applications will not be returned.

Application Deadline: **Must be received by 5:00 PM on Nov. 30, 2017**

Follow-up Report: Organizations and agencies receiving grants from Hayward Rotary Club will be required to report back to the board within one year of receiving the grant on the use of the funds granted. The report should indicate the use of the funds and include any supporting documentation to allow Hayward Rotary to review the use made of its grant. Grantees will be informed of the reporting requirements at the time the grant is awarded. **Grantees who fail to provide a follow-up report may be disqualified for future funding.**



Results Expected (Please list the results you expect to achieve and how you record your progress):

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Project Location: \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_

Population Served: \_\_\_\_\_

Project Budget Summary (Please list major categories of income & expenses):

INCOME	AMOUNT
EXPENSES	AMOUNT

**Required Attachments:**

- ( ) List of officers and directors of the organization and their affiliations.
- ( ) Copy of the organization's latest financial statement or summary, **NOT TO EXCEED 6 PAGES.**

**PLEASE LIMIT THE APPLICATION & ATTACHMENTS TO NO MORE THAN 20 PAGES, WHICH MAY BE COPIED 2 SIDED.**

Application Authorized By (please print/type): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**Please remember to include original + 15 copies or your application cannot be processed.**  
**SUBMIT COMPLETED APPLICATION TO HRCCGP c/o MINUTEMAN PRESS, 22523 2nd Street, Hayward, CA 94541 by 5 pm on Nov.30, 2017**