



# The Rotary Club of Estes Park, Colorado, U.S.A., Foundation, Inc.

P.O. Box 1854, Estes Park, CO 80517

## Community Grants Guidelines

The Rotary Club of Estes Park Foundation invites proposals from 501(c)(3) or other tax exempt charitable organizations in the Estes Valley for grants to support programs and projects to enhance the Estes community. The foundation expects to award over \$10,000 in community grants during the next year. Although grants may range from very small to several thousand, the majority of requests received and awarded in recent years have ranged from \$500.00 to \$1500.00.

- **ONE APPLICATION.** Only one application per organization. You must use the enclosed application form to outline your proposal. Additional details (brochures, other background information, and financial information) may be included with the application form.
- **CHARITABLE ORGANIZATIONS.** The Foundation contributes only to charitable non-profit organizations in the community. These organizations extend benefits and services to a wide variety of programs, and provide aid to our diverse local population. Donations are made to organizations only after careful study and review by the foundation and its representatives. If received, submit a copy of the Internal Revenue Service ruling dated after 1969 classifying the organization as tax exempt under section 501 (c)(3) or equivalent section and exempt from taxation under Section 501 of the Internal Revenue Code of 1954. If not received, include an explanation of how the organization qualifies as a charitable organization. The Organization project must be for the benefit of the community identified as the Estes Valley.
- **NONDISCRIMINATION POLICY.** Organizations are only considered who do not discriminate on the basis of race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry or age, or any other basis prohibited by law. Applicants may limit their services or opportunities to specific targeted populations within the community; however, any such limitations must be reasonably related to the effective provision of the services or opportunities.
- **ASSURANCE STATEMENT.** Consideration will be given only to Grant Applications signed by an authorized official of the organization, certifying that the requested grant will be used for its stated purpose and will not be used in any program which otherwise discriminates on any illegal basis.

- **COSTS ALREADY INCURRED.** The Foundation will not consider requests for funds to retire existing debts (prior to the application deadline) or to any costs the applicant is already obliged to pay.
- **DECISIONS REGARDING FUNDING.** Grant awards will be announced near the end of March. All organizations which have applied will receive a letter regarding their funding status. During the grant review process, a member of our Community Grants Committee will contact an organization only if any additional information is required.
- **CAPITAL PROJECTS AND OTHER FOUNDATIONS.** The Foundation does not fund large capital projects, except when the funds requested are for a very identifiable piece of the project that has high Rotary interest and falls within the purpose of the Foundation. The Foundation does not contribute to endowments, development funds, other foundations for their general funds, fund raising events, or for general operating expenses.
- **GRANT MANAGEMENT.** Grants made for one year are not guaranteed for future years. A grant application must be completely filled out each year even if the organization has received a grant in a previous year. Reporting the use of funds to the Foundation is required within six months of the receipt of funds. Any future donation will not be considered to an organization that has not reported on the use of previous Foundation funding. In the event an organization's needs change so the Grant will not be utilized in whole or in part, funds not properly utilized will be promptly returned to the Foundation.
- **CLUB MEETING INVITATION.** If a grant is approved for your organization, you may be asked to come to a regular meeting of the Estes Park Rotary Club to report on your project and organization.
- **DEADLINE:** Grant applications must be received at the above address on or before December 31, 2011.