

Community and Partnership Grant Guidelines

1. The primary purpose of the Rotary Club of San Jose Endowment Community Grants and the Rotary/City of San Jose Partnership Grants is to assist nonprofit organizations serving the citizens of San Jose with grants up to \$10,000 for specific, tangible and identifiable capital purchases. Partnership Grants may also be used to purchase program supplies (projects or programs must be located within the San Jose Redevelopment Area).

The Endowment does not provide Community or Partnership Grants to individuals, sports teams, schools, school foundations, or school clubs.

The Endowment does not make Community or Partnership Grants to pay for travel, operating expenses, the purchase of real estate or contributions to a 'campaign'.

2. Funded projects or agencies must either be located in the City of San Jose, or at least fifty percent (50%) of the participants must be residents of San Jose. Partnership Grants will only be awarded to projects or programs located within the San Jose Redevelopment Area.
3. Community and Partnership Grants will be given only to 501(c)3 nonprofit organizations and to projects where the Rotary Club of San Jose Endowment is providing more than fifty percent (50%) of the funding.
4. The Contributions Committee will review all grant applications and supporting documentation. Each applicant will be contacted by a member of San Jose Rotary.
5. Organizations will only be eligible to receive Community and Partnership Grants once every three years. The Endowment Board, in its discretion, may grant less than the amount requested based on the total funds available, the number of applications received and the evaluation of the application. Funding for an approved grant will be disbursed upon submission of an invoice for the items funded. These invoices must be submitted by June 30 of the following year for grants awarded in December and by December 31 for grants awarded in the preceding June. Grants approved, but not expended, by these deadlines shall be withdrawn and the applicant will be required to reapply for funding.
6. All requests for grants must be submitted using the Community and Partnership Grant Application form below. A completed application and supporting documentation must be submitted to the San Jose Rotary office (1690 Senter Road, San Jose, CA 95112) prior to the deadline. The Rotary office (297-6100) closes at 1:00 on Fridays.

Grant Funding Cycle – Applications received by October 1 will be reviewed at the November Endowment Board Meeting. Applicants will be notified of the Board’s decision by December 31.

<u>Deadline</u>	<u>Board Meeting</u>	<u>Notification Deadline</u>
October 1	November (third Thursday)	December 31

Community and Partnership Grant Application

All applicants for either Community or Partnership Grants from the Rotary Club of San Jose Endowment are required to complete this application. To be sure that your request conforms to the grant requirements, please read the accompanying **Community and Partnership Grant Guidelines**. You may attach additional information to the application.

Name of Contact Person:

Name of Organization:

Mailing Address:

Telephone Number:

Email Address:

Is your agency, project or program located in the City of San Jose?

Are at least 50% of the participants residents of San Jose?

Is your agency, project or program located within one of the San Jose Redevelopment Areas?

What is your organization's purpose and its primary activity or service?

What is the specific amount of your request?

Does this Rotary grant represent at least 50% of the total cost?

What exactly do you intend to purchase with this grant?

Please describe how your request directly supports your programs and mission.

Please include the following support documents with your application:

1. The current year's budget and the prior year's financial statements.
2. Price quote or other information about the items or supplies to be purchased.
3. Copy of your IRS 501(c)(3) determination letter.
4. List of your Board of Directors.

(Approved by the Endowment Board of Trustees January, 2009)