

PROGRAM GUIDELINES

Purpose: The main objectives of the Rotary Club of San Jose Silicon Valley Foundation grants are to aid youth, promote scholarship, and to assist in community and international service. The priority of funding is to support San Jose organizations.

The Rotary Club of San Jose Silicon Valley Foundation sponsors projects and organizations. Funds are allocated for scholarship benefits as well as specific, tangible and identifiable capital purchases. GRANTS ARE NOT GIVEN FOR OPERATING EXPENSES, THE PURCHASE OF REAL ESTATE, CONTRIBUTIONS TO A "GENERAL FUND," OR TO AN INDIVIDUAL.

With the exception of on-going Rotary Club of San Jose Silicon Valley Foundation supported projects and organizations, grants will not be given to any one organization for more than two consecutive years.

Grants shall be made only for the Rotary Club of San Jose Silicon Valley Foundation's current July 1-June 30 fiscal year and shall not commit the Foundation for future years. Grant requests should not exceed \$5000.

All applications for grants shall be submitted on the Rotary Club of San Jose Silicon Valley Foundation's application form. The form must be completed and submitted with the required supporting documentation by deadlines established by the Foundation's Board of directors from time to time.

Please submit your completed proposal to: SJSV.grants@rcsjsv.org



GRANT APPLICATION

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The following must be included *and in this order:* *(Please submit your application and **Title** each item, including if it is an attachment with the **corresponding number** as it is listed below.)*

- 1. Organization's full name, address, phone/fax numbers

- 2. Contact person's name/title and phone number

- 3. Rotary Club Sponsoring member's name

- 4. Has that Rotarian made a site visit? (yes/no)

- 5. Brief description of the organization and its mission and how long you have been in existence. Your description must be in writing and should be brief and concise.

- 6. Description of specific program/service for which funds are requested and has the program or service been implemented before?

- 7. Description of the geographic area/target population(s) to be served by this program/service (who and how many will benefit) including percentages of what ethnic groups you serve.

- 8. How will the target population(s) will be informed about this program/service?

9. Specific measurable program/service objectives.

- 10.** How success will be measured (describe evaluation plan).
- 11.** Description of past successes
- 12.** Other organizations in your service area providing this program/service, including a description any collaborations and/or non-duplication of services

- 13.** How will the Rotary Club of San Jose Silicon Valley Foundation be acknowledged for its participation?
- 14.** Complete & recent 990 tax return of your organization
- 15.** Current financial statement (prefer audited).
- 16.** Current operating budget and an estimated project budget.
- 17.** Current 501 (c) (3) statement.
- 18.** A copy of the organization’s most recent tax exempt letter under Section 501 (c)(3) of the Internal Revenue Code •
- 19.** Brief information indicating the stability and success of the organization, such as:
 - a.** List of board members
 - b.** List of funders
 - c.** List of management/program staff, including titles, credentials and/or qualifications related to specific program/service
 - d.** Any significant letters of recognition or commendations received
 - e.** Description or statistics related to volunteer involvement
 - f.** Brief outline of current budget and budget history specific to the program/service for which funds are requested (do not submit the annual report)
- 20.** Non-Profit’s Main logo, 2x3” 300 dpi, EPS file preferred.

The Rotary Club of San Jose Silicon Valley Foundation Board, responsible for evaluating requests and making funding allocations, will review all applications. Each organization will be notified by phone, email or mail, as to the outcome of their proposal.

If your organization is chosen for a grant, we will require quarterly email updates, which will provide us with the status of the program. These updates will be used in the Foundation’s marketing and materials.

Thank you for taking the time to complete this application process. We look forward to receiving your proposal.