

## FOUNDATION GRANT 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 nonprofit organizations in San Jose and the Greater Bay Area.

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 to those organizations *not* receiving our funding over the past two years will be given priority.

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.

Please submit your completed grant application to: [SJSV.grants@rcsjsv.org](mailto:SJSV.grants@rcsjsv.org)

## GRANT APPLICATION

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

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

1. Organization's full name, address, phone/email address

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2. Contact person's name/title/phone number/email address

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3. Rotary Club Sponsoring member's name

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

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

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

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7. Description of the geographic area/target population(s) to be served by this program/service (who and how many will benefit).

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## **GRANT APPLICATION**

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

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**9.** Specific measurable program/service objectives.

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**10.** Complete & recent 990 tax return of your organization

**11.** Current financial statement (income statement and balance sheet).

**12.** Estimated project budget.

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, additional information may be requested from you.

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