

Rotary Club of Oakland  
Community Service Committee  
1736 Franklin Street, #200, Oakland, CA 94612-3435

## **Guidelines for Grant Applicants**

### **Mission of the Community Service Committee**

The general mission of the Rotary Community Service Committee (CSC) is to support organizations that provide direct services to improve the quality of life of those who live in the Oakland Community. The Rotary Club of Oakland has been active in community service since its first project in 1909.

One avenue of Community Service is by making small financial grants. The Community Service Committee is responsible for reviewing the grant applications and deciding whether to forward the application to the Boards of the Oakland Rotary Club and the Oakland Rotary Endowment for approval and funding.

### **Eligible organizations**

Grant awards are made primarily to organizations with a 501(c)(3) non-profit designation by the IRS, and may occasionally include: public or charter schools who are part of OUSD, a school's auxiliary 501(c)(3) foundation, specialized City of Oakland projects where permitted, and projects or programs that do not have 501(c)(3) status who may apply via a fiscal sponsor with 501(c)(3) status. The grant award will be made to the fiscal sponsor to assure accountability of funds.

Preference is given to organizations located and/or provide direct services in Oakland; and have demonstrated experience and strong management providing direct service generally for at least 3 years. A lower priority is given to organizations with large single or multiple corporate benefactors or large endowments.

### **Grant amounts, Rotary Year Funding Cycle, Cost Sharing**

Grant amounts range up to \$5,000. Requests that are for considerably more than this guidance are not likely to be considered.

Grants are available by Rotary year beginning July 1 through March 15th or until funds are fully allocated. Grant Applications are considered as they are received. If an application is received after funds for the Rotary year have been fully allocated, the request will be returned and may be resubmitted after July 1 of the following Rotary Year. Only one grant application per organization or applicant will be considered every 18 months. Once a grant is awarded, there is no guarantee of future funding.

Cost sharing or matching in cash is welcomed to demonstrate commitment and mutual participation in the project.

## **Funding Criteria and Priorities**

Grant awards are made for projects not general support. Priority is given to funding that provides benefit to the Oakland community. The CSC priority is to invest in projects that improve or expand on-going organizational capability and capacity to provide direct services. Therefore, projects are particularly invited for capital improvements e.g., equipment, computers, storage sheds, appliances or any other tangible means of fulfilling the foregoing purposes.

Compelling projects for costs other than organizational capacity will be considered on a case by case basis.

Project costs for educational purposes to benefit individuals such as specialized training, admission to performing arts or educational events, specialized science or summer camps, or the like may be funded. Program or project supplies and materials required for the project may also be funded.

Generally, the following organizational costs are not funded: ordinary overhead or operating expenses, salaries or compensation and benefits for staffing, political campaign activities, rent for office or operational space, general advertising, general office supplies, utilities, annual appeals, fund drives, fundraising events, projects that have been substantially completed, or activities that are religious in nature.

## **Details for Submission**

Please Note that it takes up to three months for a decision on a grant application. The Committee may decline the grant request if the application is incomplete and does not meet the criteria for funding. In addition to the Grant Request form, the applicant may provide additional information that it deems helpful or necessary for the Committee to understand the organization or the project. Grant applications and any additional materials must be submitted by email. Paper submissions will not be accepted. The requesting organization should include with its application its IRS letter of 501(c)(3) determination and its most recent annual financial statements. Applicants will be notified when their grant application is received.

## **Project Evaluation -Final Report**

Rotary likes to know that the grant created benefits to the organization and to the Oakland Community. Therefore, grant recipients are requested to send a Final Report when the project is complete or within 13 months after the date of the award which ever is sooner. The report must include an 1) accounting and itemization of the expended funds; 2) brief narrative about the project and whether its objectives were met; 3) description of any long term benefit to the Oakland community; and 4) how Rotary was recognized.

Eligibility and consideration for future Rotary funding may be diminished if a final report is not received. A final report format is available on the Community Service Committee page of the Club website at [www.oakland-rotary.org](http://www.oakland-rotary.org).

We welcome and appreciate cooperating with you to invest in projects to improve or expand your on-going organizational capability and capacity to provide important services to the Oakland Community.

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