The Rotary Club of Petaluma Foundation

Founded June 28, 1983

Grant Information and Guidelines - 2019

To Prospective Grant Applicants:

The Foundation of the Rotary Club of Petaluma is pleased to again be able to accept applications for grants from academic and non-academic, non-profit organizations providing services to our community.

Who can apply?
The Rotary Club of Petaluma Foundation awards grants ONLY to organizations within the Petaluma School District Attendance Area. Applications from non-profit organizations in this area, other than schools, are also eligible.

- **School Requests** – We are seeking to fund grants to provide teachers with the materials needed to implement a program or project or unit that will support student success in school.
- **Local Non-Profit Requests** – We are also looking to grant funds to non-school related programs provided by local non-profit organizations for citizens of our community in need, and which are consistent with the primary mission of the organization.

How much funding can I apply for?
The size of our grant are generally within the range of $100-$500, however, the Foundation may award requests in excess of that amount if it is felt needed and appropriate, and as additional funds may be available.

How do I/we apply?
1) Go to the Rotary Club of Petaluma's website at: www.petalumarotary.org and find the link to the 2019 application in the section titled "Latest News."
2) Fill out and submit the online application form. Please respond with all requested information, including an itemized budget, and attach supporting information as necessary. In the Project Summary area be sure to answer the following questions:
   a) What will students/citizens experience and what do you hope will be the outcome as a result of this experience?
   b) How will this project impact student success or serve a current need in the community?
   c) What segment of the Petaluma area population will this grant serve (e.g. grade level/population, total number of students/individuals served)?
   d) If you ever applied for or received a Rotary Foundation Grant in the past, please list the grant and year of application/award.
   e) If the total grant cannot be fully funded, what is the minimum amount of funding necessary to accomplish some, if not all, of your goals?
   f) Have you applied for or received funding for this request from other sources in

this calendar year? If so, please briefly describe.

3) Follow all directions on the form to ensure your application is properly transmitted. **Note that no emailed or paper applications will be accept this year.**

4) Once your application has been successfully submitted, you will receive a confirming email.

5) Be sure to keep a copy of the application for your own records.

What is the time frame for application and grant awards?
We require that all applications be received on or before **Friday, May 24, 2019**. Checks to successful applicants will be distributed during the month of July or early August, 2019. **Late or incomplete applications will not be considered for review.**

What are the criteria for awarding the grant?
- For **school requests**, we are most likely to grant funds to teachers in support of programs that are directly related to a particular school's academic needs necessary to improve and/or sustain student success.
- For **local non-profit organizations**, we are more likely to grant funds to needs that are consistent with the primary mission of the organization.

Who do I contact if I have questions?
Please feel free to contact us if you have any questions or difficulty with this year's application process. Contact Maureen Rudder at mrudder28@gmail.com

Cordially,
The Rotary Club of Petaluma Foundation Grant Allocation Committee