



# ROTARY CLUB OF BATON ROUGE, INC. FOUNDATION

The Rotary Club of Baton Rouge, Inc. Foundation was established to ensure the continuance of the Baton Rouge Rotary's commitment to the betterment of the community through the financial and human resources available within the organization. Founded in 1918, the Rotary Club of Baton Rouge has been dedicated to Rotary International's philosophy of "Service Above Self."

The purpose of the Rotary Club of Baton Rouge, Inc. Foundation is to provide grant support for educational programs or school based projects that will measurably improve the results of pre-kindergarten through twelfth grade education

## **ELIGIBILITY**

The Rotary Club of Baton Rouge, Inc. Foundation Fund will support nonprofit organizations which work to fulfill our vision for children in the greater East Baton Rouge area. The proposing organization must demonstrate that it manages its business operations and finances efficiently and wisely and that its personnel can achieve the expected results.

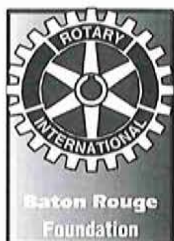
Grant applicants should keep in mind that priority is given to projects/programs that:

- Have the potential for creating systemic change that raises the quality of education so all children achieve at a higher level; or
- Builds on the strengths and assets of individual organizations or institutions engaged in this process of school reform.

All proposed projects or programs should:

- Have a high probability of having a favorable impact on student learning
- Be well defined and well managed
- Be accountable by measured results

The Rotary Club of Baton Rouge, Inc. Foundation Fund has an expectation that awarded funds will be leveraged or sufficiently matched for sustainable funding.



# ROTARY CLUB OF BATON ROUGE, INC. FOUNDATION

Grant recipients must submit one copy of the application to:

Sherry S. McBeath  
Executive Director  
Rotary Club of Baton Rouge  
9625 Fenway Ave, Suite A  
Baton Rouge, LA 70809

Final reports should be submitted no later than 12 months from the date of the award to be eligible for future funding (See Proposal Instructions, Section II)

The Rotary Club of Baton Rouge, Inc. Foundation Fund does not make grants to individuals, private business ventures or partisan political organizations. (See Proposal Instructions, Section IV)

The applying (applicant) organization, or its fiscal agent, must be tax exempt under Section 501 ( C ) (3) of the Internal Revenue Code. A fiscal agent must submit a letter of agreement. (See Proposal Instructions, Section III)

The average grant will range from \$5,000 - \$10,000 and applicants are limited to receiving one grant award from the Foundation.

**Application Deadline: April 1 Notification: May 1**

## **Grant Procedure**

The Rotary Club of Baton Rouge, Inc. Foundation Grant Committee meets on annual basis to review grant requests.

1. The completed Proposal and all attachments must be received by the Rotary Club by the application deadline. Staff ensures that eligibility requirements are met and the proposal is complete.
2. Members of the Rotary Club of Baton Rouge, Inc. Foundation Grant Committee may contact applicants, and conduct site visits to answer questions regarding the proposal prior to review.
3. Eligible applications are submitted to the Rotary Club of Baton Rouge, Inc. Foundation Grant Committee for funding consideration.
4. The Rotary Club of Baton Rouge, Inc. Foundation Board reviews and approves recommended grants.
5. Applicants are notified of the Board's decision in writing. If funded, the applicant will receive an award letter that outlines reporting requirements and any restrictions or terms connected to the grant. After the grantee signs the Letter of Agreement, a check will be issued to the grantee.





# ROTARY CLUB OF BATON ROUGE, INC. FOUNDATION

## Rotary Club of Baton Rouge, Inc. Foundation Fund Proposal Instructions

### I NARRATIVE SECTION

This section should include the following information (no more than **three** pages)

- History of the organization with an overview of current programs and activities.
- Description of challenge to be met by the project/program.
- Description of the project, including strategies, measurable outcomes and a timeline. Note if the project is a replication of a successful evidenced based model.
- Plan for evaluating the project/program and the desired results.
- Plan for continuing the project/program after the Rotary Club of Baton Rouge Foundation funding ends.

### II. REPORTING REQUIREMENTS

You will be required to provide a written report on your program/project outcomes within thirty (30) days of program/project completion. Complete details will be provided to grantee at time of funding. The Final Report Form is included as an attachment.

Note that any expenses that vary from funded grant must be approved by the Rotary Club of Baton Rouge, Inc. Foundation Grant Committee in advance of expenditures. Request for amendments should be submitted to Sherry McBeath in the Rotary Office in writing on letterhead.

### III. REQUIRED DOCUMENTS

**Please provide *only* the requested documents (Proposal will not be submitted to Rotary Club of Baton Rouge Grant Committee if any requested documents are missing.)**

1. Names and qualifications of persons responsible for carrying out the program/project.
2. Project/program budget and budget narrative. Income sources (pending or approved), in-kind contributions; and all budgeted expenses *must* be included.
3. Financial statements, including the organization's operating budget, balance sheet, statements of support, revenue and expenses for the last completed and current fiscal year. ***Schools should contact the Grant Director in the Central office for customary documentation.***
4. A current board-approved Strategic Plan are equivalent for schools ***if available and relative to the grant project/program.***



# ROTARY CLUB OF BATON ROUGE, INC. FOUNDATION

5. List of Board Members or school advisory body, the principal occupation of each member, and years served and rotation schedule.
6. Letter or resolution from the Board of Directors/Advisors or School Official authorizing the funding request and agreeing to implement the program/project if funded.
7. Copy of the organization's 501 (c) (3) the Internal Revenue Service's tax-exemption letter or a copy of the fiscal agent's 501(c)(3) tax-exemption letter. **Schools should contact the Grant Director in the Central office for customary documentation.**
8. If the applicant is not a school list the names of organizations in your area doing similar work. Please note that collaborations are strongly encouraged.
9. If collaborators are involved, a copy of the agreement or a letter from your partner organization(s), defining how they will contribute to the project or your organization. Keep in mind that general support letters do not provide sufficient evidence of partnership.

## IV. ASSURANCES

Applicants warrant and agree that: The use of any funds granted by the Rotary Club of Baton Rouge, Inc. Foundation shall be used solely for, charitable, scientific, literary or educational purposes, as required by Section 170(c) (2) (B) of the Code.

Unless otherwise agreed to by the Foundation in writing, the applicant will expend the Grant Funds on or before the project activity end date as noted in the application. It will not: (i) use any portion of the Grant Funds to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, (ii) induce or encourage violations of law or public policy, (iii) cause any private inurement or improper private benefit to occur, (iv) jeopardize the tax exempt status of the Foundation, or (v) take any other action inconsistent with Section 501 (c) (3) of the Code.

If you have any questions contact:

Sherry S. McBeath  
Executive Director  
Rotary Club of Baton Rouge  
(225)922-9940 phone  
(225)922-9946 fax  
[sherry@rotarybr.org](mailto:sherry@rotarybr.org)



# ROTARY CLUB OF BATON ROUGE, INC. FOUNDATION

## Opportunity for Additional Funding

The Rotary Club of Baton Rouge may have an opportunity to submit grant requests to Rotary District 6200. District grants are limited to \$2,000. If this option becomes available and you would like to be considered for this additional grant, please complete the following:

1. Provide a brief narrative to describe how an additional \$2,000 would enhance your project

---

---

---

---

---

---

2. Provide detailed budget for use of additional grant funds.

Note: There is no guarantee that District Grant funding will be available. Further, should additional funds become available, the grant award could be made up to 12 months following any grant award from the Rotary Club of Baton Rouge Foundation.



# ROTARY CLUB OF BATON ROUGE, INC. FOUNDATION

## Grantee Final Report

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Grant award amount: \$ \_\_\_\_\_

Date of grant award: \_\_\_\_\_ Date of this Report: \_\_\_\_\_

## Narrative Report

The narrative should refer to the original proposal submitted for funding consideration.

1. What measurable outcomes were established for the project at its outset?

2. What were your outcomes?

*Please note the number of person/students impacted by your activity.*

3. Please provide a brief anecdotal observation that demonstrates the impact of this project.



### Financial Report

Fiscal activity for the funded project should be summarized and actual expenditures and revenues compared to budget.

#### Program/Project Expenses

Budget Item	Grant Award	Actual
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total Expense</b>	\$	

### Budget Notes

Explain substantial differences from the budget as originally proposed.

**Additional Notes/Comments:**

**Please feel free to add supplemental documents to evidence the success of your programs as you deem appropriate.**