



ROTARY CLUB OF BATON ROUGE FOUNDATION

INFORMATION FOR GRANT APPLICANTS PURPOSE

The Rotary Club of Baton Rouge 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 Foundation is to provide sustained grant making to support innovative educational programs.

ELIGIBILITY

The Fund will support nonprofit organizations in the greater East Baton Rouge area. The organization must demonstrate that it manages its business operations and economics efficiently and wisely, and that its personnel can achieve the expected results.

The proposed project should be well defined, non-duplicative, well managed and closely monitored with measurable results. It should have a high probability of having a real impact on the quality of education.

Grant applicants should keep in mind that priority is given to projects that build on the strengths and assets of individuals, organizations and institutions.

Organizations applying for grants should draft a proposal using the checklist on page 2.

PROPOSAL CHECKLIST

- A. **Proposal Summary**: Every application must include a typed summary which provides the following information, in the following order:
- Organization name
 - Executive Director
 - Brief summary of the project (50 words or less)
 - Project director
 - Address and Contact number(s)
 - Compelling reason for the project (50 words or less)
 - Amount requested
 - Area of interest
 - Mission statement
 - Service area
- B. **Narrative Section**: The application should be no longer than three typed pages and should include the following information:
1. Concise history of the organization with an overview of current programs and activities.
 2. Description of the challenge to be met by the project.
 3. Detailed description of the project, including strategies, measurable objectives and a timetable.
 4. Plan for evaluating the project
- C. **Attachments**: Attachments should include the following information and should be no longer than ten pages:
1. Copy of the Internal Revenue Service notice stating that the organization is tax-exempt or a copy of a fiscal agent's 501(c)(3) with a letter from that organization stating its willingness to serve.
 2. Statement from the organization's board of directors authorizing the request and agreeing to implement the project if funded.
 3. A list of the organization's board of directors including the directors' principal occupations, a description of the term of office and the rotation schedule for the board.
 4. Names and qualifications of persons responsible for carrying out the program.
 5. Detailed project budget and budget narrative, including income sources and expenditures, as well as a list of other requests for funding, including those pending or approved.
 6. Financial statements, including the organization's operating budget, balance sheet and statements of support, revenue and expenses for the last completed and current fiscal year.
 7. Supporting materials, such as reports, brochures and news articles.

Applicants should submit a non-bound original and one copy of their completed proposal (including supporting material), to:

Sherry McBeath
Executive Director
Rotary Club of Baton Rouge Foundation
9625 Fenway Avenue, Suite A
Baton Rouge, Louisiana 70809-1413

GRANT MAKING SCHEDULE

Grant requests should be received by 4:00 p.m. on the deadline date. If the deadline falls on a weekend or holiday, requests are due on the weekday immediately preceding that weekend or holiday. The deadline and notification dates are:

<u>Deadline Date</u>	<u>Notification Date</u>
April 15, 2008	May 15, 2008

REPORTING REQUIREMENT

If a grant is awarded, the Foundation requires that the funded organization submit both fiscal accounting and narrative reports on the use of its grant and the impact that the grant may have had on the community it serves.

FOR FURTHER INFORMATION

For information about the Rotary Club of Baton Rouge Foundation grant guidelines please call Sherry McBeath at 225-922-9940, or e-mail at sherry@rotarybr.org.