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**Rotary Club of Appleton Community Service Grant**

The Rotary Club of Appleton is pleased to make available grants from the Rotary Community Service Fund at the Community Foundation for the Fox Valley Region.

The purpose of the Community Service Grant is to fund projects which improve the quality of life for people in Appleton and the Fox Cities.

Community service is one of Rotary’s Avenues of Service and it encourages Rotarians to offer service to their communities.  Every Rotary club and every Rotarian assumes a responsibility to find ways to improve the quality of life for those in their communities and to serve the public interest.

**Effective Community Service projects:**

* Are relevant to the community and respond to real needs
* Apply careful planning and preparation
* Take meaningful action
* Improve community members’ lives
* Incorporate the abilities of those who are served
* Recognize the contributions of all participants
* Are supported by members of Rotary and/or the community
* Take time for reflection and evaluation

Distribution will be awarded to eligible charitable organizations in Appleton and the Fox Cities to support projects and programs that enhance the quality of life for the people of the Fox Cities and provide opportunities for community volunteer engagement.

Please note: Considering the impacts from COVID on community service organizations has been substantial, we will include consideration for a request to support operational expenses in 2021.

Each year, the Foundation will provide grants between $500 and $1500. Priority will be given to proposals which meet the following guidelines:

* Grants will be given to organizations designated as a 501(c)3.
* The project must serve/benefit residents of the Appleton area.
* Funds may serve as seed money for projects.
* Funds are committed for only one year at a time, but may be awarded up to three consecutive years depending on future Rotary Community Service Committee decisions.
* Capital Projects (“bricks and mortar”) will not be funded.
* Annual campaigns will not be funded.
* 2021 ONLY: Requests to support operational expenses will be allowed.

Requests for grants must be received by April 16, 2021 and should not exceed two pages in length (single sided). Grant recipients will be notified by May 31, 2021.

Requests must be submitted on the “Rotary Request for Funding Form.” The completed and signed form should be emailed to:

Jennifer Stephany

Rotary Club of Appleton Community Service Committee Co-Chair

Email: jennifer@appletondowntown.org

**Subject line: *Rotary Community Service Grant***

Please note that our requests for funding will exceed funds available. If you are turned down in one grant cycle you can re-apply.

If you are selected to receive a grant, we require you to recognize the Rotary Club of Appleton in your project communications and promotions.

Please contact Jennifer Stephany jennifer@appletondowntown.org

*Thank you for your interest in our grant program.*

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**Request for Funding Form – Community Service**

**Rotary Club of Appleton**

**Due Date: April 16, 2021**

(Important: Responses over two pages maximum will not be considered.)

1. Name of 501c3 Tax Exempt Organization Requesting Funding:
2. Verification of 501c3 Tax Exempt Status: Taxpayer ID Number:
3. Contact Information of person requesting funds:
* Address:
* Phone:
* Email:
* Amount Requested:
1. Briefly describe your organization (mission, history, etc.)
2. Describe the project for which the funds are being requested
	* If you are applying for operating expenses, please be specific to the areas you seek support. Please answer remaining questions based on your organization’s overall mission and budget.
3. Who will benefit from the project and how will it improve the quality of life for Appleton area residents?
4. Please share any COVID measures you will take to keep participants safe or if your program is virtual.
5. What are the program measures and outcomes you are hoping to achieve?
6. Is there a component of this project for which members of the Rotary Club or the community could volunteer?
7. What is the total budget for this project?
8. What other sources of funding do you have for this project?
9. Has your organization previously received funding from the Rotary Club of Appleton?
10. What is your organization’s annual budget? What is your organization’s endowment (if applicable)?
11. How will you recognize the Rotary Club of Appleton as a contributor to the project?

Director of Agency Date

Submit to: Jennifer Stephany

Rotary Club of Appleton Grants Committee

Email: jennifer@appletondowntown.org

**Subject line: *Rotary Community Service Grant***