

WEST BEND NOON ROTARY GRANT COMMITTEE INFORMATION

Committee Purpose, Structure, Responsibilities and Guidelines for Giving

- I. Purpose – The Grants Committee (the “Committee”) is an advisory committee to the West Bend Noon Rotary Club (the “Club”). Its purpose is as follows:
 - A. To be fully aware and informed about the needs of the West Bend community, the region and the international community as it relates to fulfilling Rotary International’s avenues of service;
 - B. To prioritize those needs;
 - C. To review requests for grants and to approve grants within the framework of the grant documented.

- II. Membership
 - D. The Committee shall be comprised of seven active members of the Club.
 - E. The Committee’s active members shall consist of seven positions. They include: the immediate Past President, the Vice President, the Treasurer and and four other members from the membership at-large. In case one person fills two club offices, a previous Past President will fill the vacant committee seat.
 - F. Four members at large shall serve a two-year term.
 - G. Two of the four members at large shall retire in any one year for at least 12 months.
 - H. The committee will select a chairman from the Committee.

- III. Meetings
 - I. The Committee shall meet at least two times annually and as often as the Committee’s chairman deems appropriate in order to process the volume of requests for funding.
 - J. The chairman is responsible for setting the meeting times and place, receiving all requests, dissemination of the same to committee members with sufficient time for committee members to review requests and to facilitate all committee communication, the chairman will delegate responsibilities to committee members as necessary.

- IV. Committee Responsibilities
 - K. The Committee annually shall review the Club’s donation recommendations as set forth in the Schedule of Distribution and advise the Board of Directors of any needs to change the formula.
 - L. The Committee shall secure any additional support document that may be needed to clarify the applicant’s request of \$501 or more.
 - M. The Committee may require an oral presentation by requesting organization for any donations seeking \$2,500 or more.
 - N. Requests for pledges committing \$5,000 or more must complete the Club’s major grant request form and receive the Committee’s recommendation, the Board’s approval and a majority vote of the Club’s memberships at a regularly scheduled meeting.

V. Criteria and guidelines for giving. In developing its recommendations, the Committee shall consider the following criteria and guidelines:

- O. The criteria for awarding grants is based on the goals, objectives and priorities established by the Club's Board of Directors with input from the Committee, and some of the Rotary International Guidelines regarding grant instructions.
- P. Organizations applying for funds should be advised that the nature of the projects favored by the Club are those serving and supporting the four avenues of Rotary International service: club service, community service, international service and vocational service.
- Q. All grant requests of over \$501 should be in writing and submitted at least 60 days before the money is needed. Those \$500 or under should be submitted at least 30 days before the money is needed.
- R. Requests should clearly describe how and when the donation would be used.
- S. Requests for donations should demonstrate a specific need, project, concern or objective.
- T. Requests to fund endowments, foundation trusts, fund-raising costs, debt retirement, and in the case of international projects, buildings, labor and travel will not be considered.
- U. Requests from non profits that receive a significant amount of annual income from earned income will not be viewed as favorable as those organizations that have no opportunity or capacity to generate earned income. Neither will program enhancements receive as favorable a review as support for the core mission.
- V. Grantees will attempt to create publicity that gives the Club a positive public image and enhances the ideals of understanding, peace and goodwill. Failure to do so may inhibit the grantee's future ability to receive grants from the Club.
- W. Committee members associated with a grant applicant must declare their affiliation and abstain from voting. In the event of a tie, the Chairperson will cast the deciding vote.
- X. Requests for donations should be sent to the West Bend Noon Rotary Club, attention Grants.

VI. Grant Amount Request Summary

- Y. \$500 or less, letter of request, requires 30 - 60 days before determination is made.
- Z. \$501 - \$4,999, completion of the Club's application form, requires 60 days or more before determination. Application deadlines are the first of each month.
- AA. \$5,000 or more, requires completion of the Club's application form and are reviewed twice annually. Application deadlines are January 15 and July 15.
- BB. Schedule of review dates determined by committee chairman.

VII. The amount of grants distributed for the current year will be based on the previous year's net income and reserves the Club has on hand. The entire amount of annual income earned in the previous year can be distributed according to the formula (A) below.

Reserves are defined as the amount of money the Club has available after a \$35,000 Seafood Fest set aside has been reserved. The \$35,000 is preserved for potential Seafood Fest needs, a low income year for Seafood Fest or a new startup fund raiser. Examples of Reserve use potential: If the Club has \$85,000 in total cash reserves, \$35,000 is set aside leaving a potential reserve fund of \$50,000.

- A. Distribution of Annual Income (from previous year)

20% Reinvested in Reserve Fund (B)
40% For International Service Grants
40% For local, state, regional, national grants

- B. Maximum distribution of Reserve Fund in any one 12-month period is one-half of the fund.

NOTE: International grants may be eligible for other Rotary Grants. See the Rotary International web site at www.rotary.org.