



Charitable Foundation Guidelines for Grant Applicants

The Rotary Club of Summerville Evening Charitable Foundation Committee (or Grant Committee) is a charitable grant-making fund organized by the Summerville Evening Rotary Club (SEC) in Summerville, SC, that is used exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (the "Code").

Purpose

The Rotary Club of Summerville Evening Charitable Foundation makes financial contributions and/or provides man-hours to support local community needs, although the fund's granting authority is flexible enough to support other projects deemed by the Foundation Committee to qualify for charitable, educational or other philanthropic purposes.

Grants disbursed by the Foundation are primarily targeted for unique or non-recurring needs, as outlined below. Grants are for specific short-term projects, one-time events or one-time needs and are not awarded continually year to year. Grants awarded within the scope of the purposes of section 501(c)(3) of the Code are not awarded to organizations for multiple or successive years. Grants will not be awarded for general operating needs of an organization.

Three levels of grants

Level One grants are requested annually and require funding only. A Level One grant is applied for, processed, and selected and announced on June 1 or as soon as practical. For example, a high school student requesting scholarship funding does not require the club to work man-hours.

Level Two grant requires some funding but also club man-hours. This may be awarded at any time during the year based on the same criteria and availability of funds. For example, a club soliciting and purchasing food products to provide to a school, or purchasing plants for a gardening project.

Level Three grant requires the club to secure joint grant funding from the district or Rotary International, which may or may not be club matched and/or club man-hours. Under normal circumstances, a Level Three grant would require the most work conducted by the club and, normally, the most funds. For example, a club applying for grant money from the district and man-power to purchase shoes for children.

Grant eligibility

To receive a grant from the Foundation, organizations must meet and demonstrate or describe a need justifying the funding amount. Eligible non-profit organizations are welcome to apply. Grant applications should focus on projects that are primarily within the Greater Summerville area of Dorchester/Berkeley Counties.

Type of projects. When applying for grant funding, it is important for organizations to understand that the Foundation Committee does not fund multi-year projects, recurring needs, operating expenses, or annual budget items. It focuses on specific, one-year unique or non-recurring needs that support priorities of the Summerville Evening Rotary Club. This helps the Foundation Committee distinguish an eligible request from a non-eligible request for operational funds. Funded projects generally fall into, but are not limited to six Service Focus areas:

- a. Hunger & Nutrition
- b. Housing & Shelter
- c. Literacy and Education
- d. Children and Families
- e. Health and Wellness, and
- f. Building Better Communities

Single year grants. While charities may apply for grants in successive years, the awarding of a grant in one year will not increase the likelihood of award of a grant in the following year. Each grant cycle stands on its own, considering the number, quality, and diversity of applications.

Grant amount. Generally, the Foundation Committee considers all requests for grants at all three levels. Partial grants may be awarded.

Grant selection and disbursement process

The Foundation uses the following process to award grants to qualified nonprofit organizations and individuals:

1. **Advisory committee.** As related under the provisions of the by-laws of the Summerville Evening Rotary Club, the Foundation Committee will accept, consider and make recommendations to the Summerville Evening Rotary Club board on grant applications received on a periodic basis, as outlined below.
2. **Grant pool.** At the beginning of the Rotary year, July 1, each fiscal year, the Foundation Committee will receive information from the Summerville Evening Rotary Club board about the amount of money expected to be released for grants for that fiscal year.

3. Grant approval cycle.

- a. The Foundation Committee will accept, review and make recommendations for grants as necessary with awards made on the basis of timeliness and availability of funds. Applications will be accepted at any time for grants to be approved by June 30 of the Rotary year.
- b. The Foundation Committee is responsible for approving or denying grant requests, will consider, review and make recommendations to the SEC board of directors for final approval. The SEC board then will make final decisions regarding grant awards. Once approved, the Foundation Committee will notify successful grant recipients and those organizations whose applications have been denied.

How to apply for a grant

Interested organizations and individuals must submit a completed Grant Application Form which can be found on the Summerville Evening Rotary Club website or from a Summerville Evening Rotary Club member. Grant requests must be submitted electronically by sending the completed application by e-mail to: Chairman, Foundation Committee, Summerville Evening Rotary Club.

Grant payment

Grant payments will be processed by the Foundation Committee as soon as administratively possible upon receipt of instruction from the SEC board. Beneficiary grant payments will be made at an appropriate ceremony.

For more information

Contact the president of the Summerville Evening Rotary Club, whose name and email address can be found at the SEC website.