

## Community Service Project Matching Grants Application Policy

(REVISED: 6.30.2024)

### Introduction

The Rotary District 7450 Gundaker Foundation's Board of Directors focuses their Community Service Project Matching Grants on seven "Areas of Focus" consistent with Rotary International's (RI) policy guidelines for service projects (excluding educational scholarships in these service areas). The seven Areas include:

- |  |                                   |
|--|-----------------------------------|
| 1. Peacebuilding and Conflict Prevention | 5. Basic Education and Literacy   |
| 2. Disease Prevention and Treatment      | 6. Community Economic Development |
| 3. Water, Sanitation and Hygiene         | 7. Supporting the Environment     |
| 4. Maternal and Child Health             |                                   |

The RI guidelines for these Areas of Focus are included as a separate document ADDENDUM to this policy document. (Note: References to scholarships in the RI policies are not eligible for Gundaker Foundation Club Service Matching Grant Applications.)

### Club Service Project Matching Grant Application Process

1. Any Rotary Club within Rotary District 7450 may submit a "Community Service Project Matching Grant" Application.
2. Grants are submitted to the Evaluation Committee Chair for "Community Service Project Matching Grants Applications", Kerry Leraris, Glenside-Abingdon Rotary Club, [kleraris@comcast.net](mailto:kleraris@comcast.net). Phone number 267-257-0730. Please contact Kerry by phone to confirm Gundaker's receipt of the grant application.
3. **Note:** Grant applications must pertain to, benefit and/or impact local communities, organizations, and/or individuals. The applications **MUST** be for a **proposed** local project with strong club involvement part of the project. The funds received are **NOT** to be used for funding any project which has already been completed. Additionally, any grant applications for projects outside of the Rotary District 7450 geographical area, including outside of the United States, will require the onsite participation by a member of the Club applying for the grant.
4. **During each fiscal year (July 1 - June 30) all Clubs that donate a minimum of \$10 per member (based upon membership on July 1 in the Rotary District 7450 DACdb database) to the Gundaker Foundation for administrative purposes are eligible to submit matching grant applications. NOTE: these are 1-for-1, dollar-for-dollar matching grants.**
5. During each fiscal year, Clubs are initially limited to receiving a maximum of \$1000.00 (US) in Gundaker Foundation matching grant funds during the first half of the fiscal year (i.e., July 1 – December 31). NOTE: This \$1,000 maximum may occur from multiple applications (e.g., 2 applications for \$500, 4 applications for \$250, etc.).
6. If funds are available, as determined by the Gundaker Foundation Executive Committee, additional matching grant applications opportunities may be offered to all Clubs during the 2<sup>nd</sup> half of the fiscal year (i.e., January 1 – June 30).
7. Each District 7450 Rotary Club's Gundaker Foundation Director, as certified by the Club's President, is responsible for submitting Community Service Project Grant applications to the "Community Service Project Matching Grant" Evaluation Committee Chairperson. **This submission must be received no later than 2 weeks prior to the next regularly scheduled Gundaker Foundation Directors meeting.** Director's meetings are currently conducted **via Zoom** on the first or second Monday evening of each month, with the May meeting and September meetings **in person**. **For the remainder of 2024, the meeting dates are August 12, Sept 9 in person, October 7, Nov 4, and Dec 9. For 2025 these dates will be Jan 6, Feb 3, March 3, April 7, May 5-in person, June 2, July 7, August 4, Sept 8 in person, Oct 6, Nov 3 and Dec 1.**
8. Additional "intermediate" submission dates in-between Director's meetings may be assigned by the Executive Committee if needed.

9. Upon receipt of each grant application, the Evaluation Committee Chairperson will forward the application to the Evaluation Committee members. This Committee will review the Application and confirm it meets the Matching Grant Application Guidelines (see below). Sufficient details, explanation, legibility, and completeness pertaining to the worthiness and impact of the grant application must be included. Lacking sufficient detail, the application may be returned to the Club for re-submission which may delay or negate the application's consideration.
10. If the Committee deems and approves that the Application meets the Guidelines, the Chairperson shall communicate via email to all Gundaker Directors the details of the Application within a minimum of a week prior to the next regularly scheduled Gundaker Directors meeting as a necessary first reading prior to approval.
11. Applications submitted by the "intermediate" dates may receive final approval by the Evaluation Committee (i.e., not requiring approval by all Directors) if circumstances so warrant.
12. The Gundaker Director representing the submitting Rotary Club, or a knowledgeable member of the Rotary Club or a member of the organization for which the grant is benefiting, must be available to address any questions the Evaluation Committee has before an approval vote is cast. If such a representative is not present, the motion for the approval of the grant application may be "tabled" until the next Director's meeting, whereupon it will be re-reviewed at the next regularly scheduled Gundaker Foundation Directors meeting. Lacking representation at the next meeting, the application will be deleted.
13. An approval vote of a majority of the Gundaker Directors during a Directors' meeting will represent approval of the Application. If the necessary majority quorum is not reached, a special meeting to vote approval may be called.
14. A matching Gundaker donation check made out directly to the benefiting organization (i.e., not to the Rotary Club unless approved by the Gundaker Foundation President) will normally be sent to the Gundaker Director and/or Club President by the Gundaker Treasurer. **Important:** Proof of a matching donation check from the sponsoring Rotary Club for a minimum amount of the grant application. payable to the benefiting organization is required before a Gundaker donation check is issued.
15. The sponsoring Rotary Club is responsible for delivering both their own grant donation check, along with the Gundaker Foundation's donation check. This should be personally presented to the benefiting organization by the sponsoring Rotary Club's representative. Photos of the presentation will be required and a call for a Mission Moment at a regularly scheduled Gundaker Foundation meeting will be made.
16. The Executive Committee of the Gundaker Foundation thanks you for adhering to these important guidelines. We strive for consistency in awarding matching grants, and we strive to provide the maximum in additional funding for community projects through this unique opportunity.
17. With our motto of 'Service Above Self', we are here to serve the member Clubs of District 7450 to the best of our ability.

**Gundaker Foundation Community Service Project**  
**Matching Grant Application** *(REVISED: 6.30.2024)*

Date Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_

Project Name: \_\_\_\_\_

Rotary Area of Service: \_\_\_\_\_

Sponsoring Rotary Club Name: \_\_\_\_\_

Rotary Contact Info: name, email & cell phone #):

Gundaker Director: \_\_\_\_\_

Club President: \_\_\_\_\_

Club Treasurer: \_\_\_\_\_

Charitable Recipient Organization's Name and IRS EIN number (REQUIRED for check payment):

\_\_\_\_\_

Charitable Recipient Contact Person (name, , email & phone:)

\_\_\_\_\_

Charitable Recipient Address:

\_\_\_\_\_

Project Description: (attach any additional supporting info)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FINANCIAL INFO**

Total Project Cost: (\$) \_\_\_\_\_

Contribution by Sponsoring Rotary Club (\$): \_\_\_\_\_

Grant Amount Requested (\$) \_\_\_\_\_

**DATES**

Date Grant Submitted to

Project Evaluation Committee Chair: \_\_\_\_\_

Date Reviewed by Evaluation Committee: \_\_\_\_\_

Date Approved by Gundaker Foundation: \_\_\_\_\_

Approval Signature & Date: Gundaker President \_\_\_\_\_

Check Issued Date: Treasurer \_\_\_\_\_

Please read the Gundaker Foundation document "Community Service Project Matching Grants Application Policy" prior to submission. Submit application to the Gundaker Grant Evaluation Committee Chair for "Club Service Matching Grants": Kerry Costello-Leraris, Glenside-Abingdon Rotary, email kleraris@comcast.net, Cell: 267-257-0730. Thank you!