



PAROLE ROTARY ANNAPOLIS, MD

Rotary Club of Parole
PO Box 6827, Annapolis, MD 21401
www.Parole-rotary.org

PAROLE ROTARY FOUNDATION 2023 GRANT APPLICATION GUIDELINES

The Parole Rotary Foundation is pleased to consider grant applications from local nonprofit organizations that address the needs of children in Anne Arundel County. Individual grant awards can be up to \$3,000. **Proposals are due by midnight on January 27, 2023.** This document describes how to prepare and submit an application. It's easy to apply!

1. THE ROTARY CLUB OF PAROLE - SERVICE ABOVE SELF

Rotary is an international organization of business and professional leaders united through a shared commitment to humanitarian service. Rotary has about 1.2 million members worldwide. Rotarians are dedicated to fostering goodwill and peace around the world while upholding high ethical standards in the conduct of our vocational and professional endeavors. Rotary is Making a Difference.

The Rotary Club of Parole is a club located in Annapolis, Maryland and has approximately 65 club members. As a service club in the regional Rotary District 7620, Parole Rotary members support a wide range of causes through hands-on volunteering that make a direct impact on our local and international community. The club provides the opportunity to become connected to the local community, work with others in addressing community needs, and interact with community professionals, governmental leaders and local schools. Our club's vision is, "We will make a positive difference for youth today, so they will make a difference tomorrow."

The Rotary Club of Parole meets on Tuesday morning at the Doubletree Hotel in Parole, Annapolis. Meeting participation is also available through Zoom. Our meetings start at 7:30 a.m. and last one hour on most Tuesdays and include breakfast. Please join as our guest and learn more about ways to become involved with our club. More information can be found on our website, <http://parole-rotary.org>.

The Parole Rotary Foundation was established by the Rotary Club of Parole to support programs that focus on the needs of our local community. The Foundation is primarily funded by member donations and club fundraising activities. One hundred percent of foundation funds go directly to supporting non-profit organizations.

2. ABOUT THE FOUNDATION GRANT PROGRAM

The Parole Rotary Foundation Grant Program seeks to fund organizations working within Anne Arundel County that focus on education, art, health, and welfare for families and children. We seek to fund activities that contribute directly to children's benefit and build capacity to address children's needs in Anne Arundel County. The Grants Program prioritizes funding small organizations where grant funds have the greatest impact on project outcomes. Special consideration will be given to applications that bolster Parole Rotary service projects and partnering opportunities.

Parole Rotary Foundation gives priority to proposals that:

- Address important needs of children in Anne Arundel county without duplication of services
- Are financially viable and maximize the impact of funds in the community



- Provide evidence of support from and/or experience working with the targeted population
- Engage in effective collaboration/partnerships to maximize impact
- Demonstrate strong organizational capacity
- Describe and deliver measurable outcomes.

The Foundation Grant Program does NOT fund:

- Endowments or capital improvements
- Event tickets or sponsorships
- Annual drives or fundraising events
- Participation in banquets, reception, and out-of-town conferences
- Purchase or lease of vehicles
- Housing development or rental assistance
- Political activities/lobbying
- Sectarian religious activities.

The period of performance for the proposed effort should fall between May 2023 – April 2024. Applicants will be notified by March 31 and funding dispersed no later than April 25, 2023.

Previous and current grantees may reapply for programs previously/currently funded but will only be considered if they demonstrate substantial progress toward success by the grant application due date. Organizations may submit only one application during any grant cycle year.

Parole Rotary views its grant recipients as partners in our community. Recipients are invited to a breakfast meeting to receive their grant checks. A 'site visit' is conducted during the program to assess progress and explore options for further collaboration. **A final report is required that describes program accomplishment at the conclusion of the grant program; non compliance may affect the evaluation of past performance on future applications.**

3. ELIGIBILITY

Applicants must be a current non-profit organization with 501(c) (3) status.

4. APPLICATION REQUIREMENTS

All applications are required to contain the following information. Applications received that do not contain one or more of the following elements are subject to be rejected as non-compliant.

i. Requested Information on Website Submission Form

An application cover page is no longer required with your grant application. This information is now requested by the on-line submission form. The information requested is given in Section 7: Requested Information on Website Submission Form. In addition to this information, several documents are required to complete your application. These documents are described below.

ii. Narrative

Upload the proposal narrative. The narrative may be up to **2 single-spaced typed pages** in greater than 10-point font and 1-inch margins. The narrative must include the following information.

1. Brief Program Summary (~3 sentences, up to 400 characters)
Provide concise summary of proposed objective(s), target beneficiaries, and anticipated impact(s). This summary can be the same as entered on the Website Submission Form.



2. Program Detail

Provide a comprehensive description of the program's implementation by addressing the following:

- Program implementation including staffing, management and spend plans
- Description of participants/beneficiaries of the program (number, ages, gender, and geographic area served), recruitment and retention plans, and any relevant costs for participants, e.g. fees, transportation, etc...
- Outcome metrics used for defining program success.

3. Organization Description

Provide mission statement and brief history of organization. Describe qualifications of the organization and key personnel to achieve stated objective(s) by addressing the following:

- Experience of your organization
- Alignment of program's objectives to organization's mission
- How volunteers will support the program
- Partnerships/collaborations with other organization in the county.

iii. Budget form

Upload budget information on the Grant Program Budget Form. See Grant Program Budget Form in Section 7.

iv. Other required forms

- Upload current copy of 501(c)(3) certificate
- Upload current IRS Form 990.

5. EVALUATION CRITERIA

Applications are evaluated in context to the following criteria. Selections are made to achieve a balanced grants portfolio while maximizing community benefit. Award amounts are sometimes adjusted from that proposed.

A. Community Impact

How does the proposed objective(s) address unmet needs in Anne Arundel County? How does program complement existing services? Are the anticipated outcomes and methods for evaluating program's success clearly defined? What relevant experience or research justifies why this grant is needed now?

B. Alignment with Rotary Foundation Goals

How does the application respond to the needs of children in Anne Arundel County? Do the proposed objectives and implementation plan maximize the impact of Parole Rotary funds in the community? Is there an approach for collaboration/partnerships with Parole Rotary to maximize impact? Is the applicant a viable community partner? Does the applicant draw upon matching funds and/or volunteers to meet program objectives? Is the proposed program sustainable beyond the grant?

C. Potential for Success

Is the level of funding requested commensurate with the stated objective(s)? Is the implementation plan well defined? Does the staffing and management plan support stated



PAROLE ROTARY ANNAPOLIS, MD

objectives? Is there evidence of support from experience working with the targeted population? How has the applicant performed on previous (Rotary) grants?

6. HOW TO SUBMIT YOUR APPLICATION

The application must be submitted through <http://www.parole-rotary.org/foundation-grants-information.php>. Documents uploaded to the site shall be in portable document format (PDF) and/or MS Word format. Uploaded filenames must indicate the name of the submitting organization.

Applications must be received before midnight on **January 27, 2023**.

Questions regarding the Parole Rotary Foundation grants can be addressed to the Grants Committee at ParoleRotaryGrants@gmail.com

7. GRANT APPLICATION INFORMATION AND BUDGET FORM

The following pages contain:

- Requested Information on Website Submission Form
- Grant Program Budget Form.

Requested Information on Website Submission Form

Name of Organization:

Parent Organization (if different):

Organization Address:

Name of Executive Director:

Executive Director Email:

Executive Director Phone:

Total Organization annual revenue:

Previous Parole Rotary Foundation Grantee: No Yes

Program Name:

Name of Program Director (Primary point of contact):

Title:

Phone:

Email:

Brief descriptive title of your proposed program: {Less than 100 characters.}

Brief Program Summary: {Up to 400 character concise summary of proposed objective(s), target beneficiaries, and anticipated impact(s).}

Total Program Budget:

Funds Requested from Parole Rotary Foundation:

Estimated number of AA county residents to be served by Parole Rotary Grant _____

Population served – check all that apply:

General population Low income/welfare Homeless Student

Other If Other-specify:

Ages served – check all that apply: All <12 13-19 20-34 35-65 >65

Date Program start date:

Program end date:

Primary category of request – check one category

Education Arts Health/Wellness

Type of activity funds are requested – check one type

Service: work effort benefiting children, e.g. teaching, counseling, ...

Capacity Building: projects leading to lasting infrastructure that benefit children, e.g. sports equipment, trail building, bookshelves, ...

Welfare: goods distributed to benefit children, e.g. food, clothes, scholarships, ...

By signing below, you affirm that your organization does not discriminate by race, creed, gender, sexual orientation, age, religion, disability, or national origin.

Enter Name:

Upon receipt of your application, a confirmation email will be sent to the Program Director, primary point of contact.

GRANT PROGRAM BUDGET FORM

Name of organization:

Title of Program:

	Program Line Item ¹	Line item cost ²	Request From Parole Rotary ³	Non-Parole Rotary Program Contribution ⁴	Name of contributing sources
A.	Labor (list personnel positions)				
	Sub-total Labor				
B.	Direct Program Costs⁵				
	Sub-total Direct Costs				
C.	TOTAL COST (A+B)				

NOTES

1. Show labor and direct program costs separately; provide description of line-item costs.
2. Describe line item cost, e.g. 50 hrs @ \$20/hr, 50 lunches @ \$8/lunch, ...
3. Show cost of line item requested from grant.
4. Show line-item contribution to program from other sources; name of contributing source.
5. Direct Program Costs: e.g. Professional fees, travel, equipment, supplies, printing, rental fees, other.

OPTIONAL SUPPORTING DOCUMENTATION

Include up to one additional page that justifies the cost of requested budget.
to one additional page that justifies the cost of requested budget.