

Guidelines for Making Donation Requests to the Rotary Club of Santa Cruz

The Rotary Club of Santa Cruz was established in 1921. Since that time the members have made significant donations of time and money to many local and worldwide projects. The Benevolence and Grants Committee receives many requests each year from Santa Cruz area Non-profit Organizations and Groups. Currently, we distribute between \$14,000 and \$20,000 annually in support of local projects. Combined with the Rotary Endowment, which focuses on Educational Scholarships, the Rotary Club of Santa Cruz provides over \$45,000 annually here in Santa Cruz County.

Primary Interests for Giving:

- Programs that help "at-risk" youth
- Programs that help senior citizens

We also give to other Programs benefiting:

- Children
- People with disabilities
- Low-income people

This does not mean that if your request does not fall into one of the aforementioned categories, your request will be denied. However, the closer you are able to fit your request to these categories, the better the chance for approval by the Benevolence & Grants Committee.

General Requirements:

- Established, non-profit 501(c)(3) IRS tax-exempt status, if applicable
- Ongoing Programs or Projects with a specific purpose
- Programs or Projects receiving other private funding
- Activities that assist people in building skills toward independence
- Programs or Projects that provide health assistance to low-income people
- Programs or Projects that have a positive track record
- Programs or Projects that have a reasonable chance for continued success
- Programs or Projects within the Club's serving area of Santa Cruz County

Generally, we will not give to:

- For-profit Organizations or Groups
- Individuals
- Programs or Projects receiving most of their support from taxes (except some educational programs)
- Start-up Programs or Projects that do not already have significant support
- Bricks-and-Mortar Projects (unless there is a clear community benefit)
- Ticket purchases, event sponsorships, or membership in other Organizations or Groups
- Programs or Projects outside the Club's serving area

Typical Awards

Most gifts awarded by the Benevolence and Grants Committee are between \$100 and \$1,000. We do consider other amounts if the benefits are shown to be significant.

Detailed Application Process

An elaborate application process is not required. Below is the minimum documentation that **MUST ACCOMPANY YOUR REQUEST**. NOTE: Failure to include the following items may result in your request being returned for missing information, which will extend the processing time.

- A cover letter on your Organizations' or Group's letterhead stating:
 1. The reason for your request
 2. The **SPECIFIC AMOUNT** YOU ARE REQUESTING
 3. Who will benefit from your Program or Project?
- Detailed budget for your Program or Project
- A list of other Organizations, Groups or individuals who have already given to your Program or Project which is outlined in your cover letter
- A brochure or narrative description of your Organization's or Group's activities and goals
- A list of Officers and/or Directors
- Copy of your 501(c)(3) IRS tax status document, of applicable

Optional application documents (inclusion will better ensure Committee selection):

- Current Organizational or Group annual financial statement
- News clippings that highlight your Program or Project
- News clippings about your Organization or Group
- Thank-you letters from those you have helped (names may be deleted)
- Other information which will help the Committee better understand the Program or Project you are requesting a gift to support

Send all information to: Santa Cruz Rotary Club
Benevolence and Grants Committee
P.O. Box 497
Santa Cruz, CA 95061-0497

Selection Process

The Benevolence and Grants Committee meets monthly to review all requests and supporting documentation. At that time the Committee will:

1. Approve the request for Board Authorization
2. Approve the request at a higher or lower amount than requested for Board Authorization
3. Deny the request
4. Return the request for missing information or clarification

Once the Benevolence and Grants Committee recommends approval of your request, the Recommendation for Approval will be passed to the Club's Board of Directors for final authorization at their next Board Meeting (held the second Wednesday of each month). Depending on when your request is received, you can expect to hear from us within 30 to 60 days after it is received. Please take this time frame into consideration when making your request. We regret that we are not able to approve all requests for funding. Receiving a gift from us does not guarantee future funding.

Some Past Recipients

- Girl and Boy Scouts for camper-ships for needy members
- Santa Cruz County Symphony for Youth Music Education Programs
- Pacific School in Davenport for their Life Lab Education Project
- Delta School for at-risk high school students
- Cabrillo Music Festival for Young at Art Program
- Visiting Nurses Association (VNA) for services to the elderly and poor