Rotary Club of Martinsburg Guidelines for Grant Applicants

The Rotary Club of Martinsburg works to bring Rotary International's vision to life in Martinsburg and Berkeley County. Rotary International's mission is ***to provide service to others, promote integrity, and advance world understanding, good will and peace through its fellowship of business, professional and community leaders.***

Grants Offered: The Rotary Club of Martinsburg Foundation makes available grant opportunities for non-profit organizations: *Grants* for a maximum of $20,000.00 per organization will support projects that demonstrate need for small capital items or "seed money" for pilot programs and special services that provide direct and tangible benefits within Martinsburg/ Berkeley County or larger projects or pilot programs **that demonstrate long-term sustainability and impact**.

Funding Timeline:

The grant application cycle is open *December 1st- January 15st*

February & March Rotary Club of Martinsburg review period

The Rotary Club of Martinsburg issues award decisions by February 28th

Funds to be used within 1 year of the grant being issued.

Applicant must submit a Final Report to the Club after the project is completed. Applicant will be scheduled to speak to the Club and give a presentation on how the program or project went / is going to include how the Club can further support the program or project.

Eligibility Guidelines:

Applicant must be a non-profit charitable organization, government agency, Rotary Foundation, or other Rotary Club

Must demonstrate need for a specific project, pilot program, or program (not to include operating, or administrative expenses such as rent, salaries and operating expenses) **that demonstrates long-term sustainability and impact**.

It must be a one-time expenditure, not ongoing operations (i.e. buying food for a Food Pantry, providing "scholarships" for more participants in an existing program, etc.). Applications for Pilot Programs must include how the grant will facilitate funding of the on-going program in future years.

Must be able to demonstrate the impact of the grant on the community. Funding must provide services to Berkeley County residents.

Grants may not be used to reimburse organizations for activities or expenses already completed or in progress.

Frequently we will survey Martinsburg Rotary Club members and/or Board Members and special focus will be placed on the areas of focus the club identifies as being most important to its members. All grant applications must relate to one or more of the seven (7) areas of focus of Rotary International: 1) Promoting peace; 2) Fighting disease; 3) Providing clean water, Sanitation, and hygiene; 4) Saving mothers and children, 5) Supporting education, 6) Growing local economies, and/or 7) Protecting the environment.

Rotary Club of Martinsburg reviews each funding application based on the following criteria:

Project Description Is the project information complete and includes how the project addresses the funding objectives? 20 points
Volunteer Component Is there an opportunity for Rotary club members to participate in the project through volunteer community service? 10 points
Lasting Impact Does the project demonstrate a lasting impact on the community? 25 points
Promotes Goodwill Does the project meet the Rotary 4-way test? 1. Is it the truth? 2. Is it fair to all concerned? 3. Will it build good will and better friendships? 4. Will it be beneficial to all concerned? 5 points
Club focus area Does this project or program fall within one or more of the Rotary Internationals 7 areas of focus? Depending on club feedback, certain areas may have priority. 25 points
Rotary Club of Martinsburg Recognition How does the project or program include a plan to recognize the Martinsburg Rotary Club for its contributions? 15 points
Total **100 points**

Applications can be found on our website and may be emailed or mailed.

They must be postmarked or received by the application deadline.

Grants@martinsburgrotary.com

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