



The Rotary Club
of Albuquerque

&

**ALBUQUERQUE ROTARY CHARITABLE FOUNDATION
GRANT APPLICATION FOR
ROTARY YEAR July 1, 2019 - June 30, 2020
PROPOSAL GUIDELINES**



1. INTRODUCTION

The Albuquerque Rotary Charitable Foundation (**ARCF**) is a 501(c) 3 charitable foundation formed and supported by the Rotary Club of Albuquerque (**RCA**). The ARCF and RCA are pleased to announce that we are accepting proposals from qualified organizations for funding of programs that benefit the Greater Albuquerque community.

The funds are projected to be disbursed by December 2019, per the terms of an agreement to be entered into among the ARCF, RCA and the selected organization. Project must be completed and all funds spent within Rotary year.

2. ELIGIBILITY FOR FUNDING

Funding is available to qualified 501(c) 3 nonprofit organizations and institutions, and whose programs will render charitable, educational, human services, scientific, or literary benefits to the Greater Albuquerque community. Proposals for funding should require a one-time commitment in the \$8,000-\$15,000 scalable range. Program proposals will be considered. Organizations that have been successful in gaining this funding in recent years have been: Horizons Albuquerque, Explora, Boys & Girls Clubs and NM Natural History & Science Museum.

3. SUBMISSION OF PROPOSALS

Proposals will be accepted for consideration before 5:00 p.m. on **Thursday, February 4, 2019**.

Each proposal must have an **active RCA Rotarian Sponsor**, who will be expected to oversee the project and complete all necessary Rotary paperwork in a timely manner. The RCA Sponsor should not be an employee of the organization.

The proposal must be submitted as:

- a) A "PDF" file sent via email to the email address shown at the end of this document.
- b) A single paper copy of sections "4a" thru "4g" sent to the mailing address shown at the end of this document.

4. PROPOSAL STRUCTURE

The ARCF and RCA reserve the right to reject any proposal that does not follow the structure as outlined below. NOTE: All information submitted in this proposal for funding will become part of an agreement to be entered into among the ARCF, RCA and organization(s) selected to receive funding.

Sections (a) through (d) should not exceed 2 pages in total (a font of not less than 12 point shall be used).

- a) Summary, clearly indicating the dollar amount of the request, the intended purpose of the grant, the measurable benefits of the proposed project to the community, the purpose and nature of the organization, and contact details, name, address, telephone, email and the organizations website address.

- b) Description and history of the organization, to include Vision and Mission Statements, organizational structure and major achievements.
- c) Description of the project for which funding is requested, including how many individuals the project will reach; the intended result of the project; the amount of funding being requested; and, if applicable, other sources of funding.
- d) Projected RCA volunteer efforts needed for this service project, include number of hours & type of activities.
- e) A detailed budget of the project, showing how the funding requested will be applied, and if applicable, how the project will be funded in subsequent years.
- f) The overall budget of the organization (1 page maximum).
- g) A copy of the organization's confirmation letter from the Attorney General's office stating that the organization is current with the NM Charitable Organizations and Solicitations Act, or AG's letter of exemption.
- h) A copy of the most recent form IRS form 990, or 990EZ, as filed with the IRS, and submitted to the office of the Attorney General of the State of New Mexico.
- i) Any change in key personnel, Current, Members of the Board of Directors and senior staff, and any other applicable material changes since the submission of the most recent IRS form 990, or 990EZ.

5. SELECTION CRITERIA and PROCESS

The ARCF and RCA reserve the right to select multiple recipients of this funding and to partially fund a project, equally to reject any or all of the proposals for funding at the sole discretion of ARCF and RCA.

- A. The merit of the project and the reasonableness of its budget.
- B. Adherence to one of the Six Areas of Focus.
- C. The documented need for the project and the number of people in the community who will benefit from the project.
- D. The opportunity for media coverage and Rotary visibility in the community.
- E. The strength of the sponsoring club's participation and its ongoing commitment to the project.
- F. The level of RCA volunteer involvement.

Proposals, which meet required criteria and deadlines, will be reviewed by a committee comprised of members of the ARCF and RCA in February 2019, with the intention of creating a shortlist of three proposals. The committee may seek to visit each of the three finalists. Proposals will be forwarded to the RCA Board of Directors for final selection(s). Final selection is expected in March 2019.

More information regarding the ARCF and RCA can be obtained from our website
www.rotaryabq.org

Please direct any questions to:
 Ms. Ann Singer Executive Administrator
 E-mail: asinger@rotaryabq.org

The Rotary Club of Albuquerque
Grant Application Cover Page

Organization Name: _____
Primary Contact: _____
E-Mail: _____ Telephone: _____
Address: _____

Website: _____

Executive Grant Summary

Indicate the organization's mission; dollar amount of the request, outline budget describing how the funding will be used; media plan; RCA Volunteer requirement and measurable benefits to the community. **(500 Word Maximum)**

Summary:

In requesting funding for our organization, I acknowledge that if selected for funding, our organization will expend the funds as stated and will provide a report confirming the same.

Signature _____ Date _____

Print Name _____ Position _____

RCA Sponsor

The RCA member Sponsor responsibilities include filing necessary paperwork & filing required reports on time to District 5520. Sponsor will keep RCA members informed about the project & help get them involved.

Signature _____ Date _____

More information regarding the ARCF and RCA can be obtained from our website www.rotaryabq.org

DEADLINE: Feb. 4, 2019

Email to: asinger@rotaryabq.org