



Foundation Grant Procedures 2016-2017

The application deadlines and related minimum meeting schedules are as follows:

<u>Request Deadlines</u>	<u>Review/Due Back to Comm. Chair. By</u>	<u>Committee Meeting In Cycle By</u>	<u>Foundation Advisory Comm. Meeting</u>	<u>Rotary Club Bd. Mtg.</u>	<u>Foundation Bd. Mtg. In Cycle</u>
July 31 st	Scheduled by Ex. Director & Committee Chair		September 16	October 19	October 26
October 31 st			January 13	February 15	February 22
March 31 st			May 12	June 21	June 28

(Up to \$10,000.00)

The 'flow' of grant requests is as follows:

1. The Rotary Office furnishes the requesting organization with a set of our A) Policies, Procedures and Guidelines; B) Application for Funding; and C) Follow-Up Report via the website. **See Copies Attached**
2. Beginning July 1, 2016, requests will be received and screened by the Toledo Community Foundation. Under our new partnership, TCF will review and confirm receipt of all requirements as listed in the grant application. Once confirmed TCF will forward all grant application to executive director for assignment to appropriate committee and forwarded to that committee chair. There are currently six Foundation Service Committees: Community Service, Disability Service, International Service, Vocational Service, Water Service and Youth Service.
3. The committee chairman, with the help of the Rotary office, screens out any requests that do not meet our guidelines and the Rotary office sends them a letter immediately indicating the reason for the denial.
4. The committee chairman schedules meetings to present remaining requests to the committee members for review, preferably including an on-site visit prior to the next meeting. The committee member then reports back to the committee with a recommendation. Committee chairman will take minutes or appoint a committee member to do so. The appointed board liaison will attend assigned service committee.
Note---Committees may have to meet more than once in each cycle.
6. The chairman presents the prioritized committee recommendations to the full FAC committee which meets 3 times during the Rotary. Any grants that are tabled by your committee must be presented at the next scheduled FAC meeting; tabled grants cannot be held over for more than this length of time. Service committee chairs should come prepared to the FAC meeting by have their committee preferences sent in advance; that outline will be followed by the FAC Chairman.

7. Each service committee chairman is expected to submit a FAC presentation report one-week in advance of the FAC meeting. All reports are scanned and sent to the full committee in advance of the meeting.
8. During the first FAC committee meeting of the year, the FAC Chairman and vice chairman will present an overview, prior to the start of meeting, of the entire process of presentation, order of presentation, tabled grants and the process for committee vote, motions and approval.
8. The Rotary office will prepare a summary of the grant requests approved and denied by the FAC and include the amounts of each. These recommended grants are presented during the next scheduled Club Board meeting for review and action.
9. The Club Board's approved recommended grants go next to the foundation trustees for final approval during their next scheduled meeting.
10. Upon approval of the board of directors and foundation trustees, the Rotary office will send the grant recipient a grant agreement form to sign and the process for next steps. This will ensure proper responsibility and utilization of the funds and includes the date to file a follow-up report, within 6 months of receipt of grant. Upon receipt of the signed agreement, a check is sent to the grant recipient. Several grant recipients are selected by the executive director to be introduced and acknowledged as a grant recipient during a Monday meeting.

The Rotary office contacts any grantee that does not file the required follow-up report within six months of grant approval. The office will forward each follow-up report to the committee chairman associated with the grant. Grantees will be allowed a maximum of six months to spend the funds and provide Rotary with the necessary receipts for disbursements. Monies not spent within six months are returned to the Toledo Rotary Club Foundation endowment fund.

If the request is denied, the executive director sends the organization a letter on behalf of the Toledo Rotary Club Foundation, indicating the reason for the denial.

The Foundation's annual goal is to disburse 100% of the available funds.

Potential Conflict of Interest:

Committee members that have a stake or role in any organization in consideration for a grant should excuse himself/herself from any discussion or vote from any grant request at any point in the process. The chairman of each committee will remind the committee members of the need to adhere to the existing guidelines regarding potential conflicts of interest.

Discussions and voting regarding the consideration of grant applications SHALL be conducted by the originating committee, Foundation Advisory Committee, Foundation Trustees and Rotary Board in the ABSENCE of any person connected with the applying organization, including Rotarians on the committees or boards.

These persons SHALL also be excluded from the consideration of other applications at these meetings, since their grant request may be "competing" with other grant requests for a limited amount of available funds.

The chairman of each meeting will remind the committee members of the need to adhere to the existing guidelines regarding potential conflicts of interest.