If after reading these instructions you still have questions, please call or-email the Chair of the Rotary Service Board you are applying through, or the SF Rotary Foundation. We’re happy to help.

If a particular section does not apply to your project, mark the line labeled “N/A” or if “Yes/No,” check the “No” line. If there is no “N/A” or Yes/No line, the section applies to all projects. Pease don’t leave sections blank; incomplete applications will have to be returned to you for completion.

# 1. Project Name

Give the full name of your proposed grant-funded project, without abbreviations. Examples: Action Leadership Program for Students; Interact Leadership Scholarships. **Short Name**. If there’s an acronym or shortened name, please put it here. Examples: ALPS; Interact Scholarships.

# 2. Project Leader

The Project Leader, normally the person preparing the application, will be the point of contact for Rotary concerning your grant application.

# 3. Rotary Service Board/Project Category

Each project or event should be submitted through the applicable Service Board according to its project category. If you aren’t sure which Service Board to apply through, just ask.

# 4. Partner Organization(s)

“Partner Organizations” are nonprofit agencies, other Rotary Clubs, etc., that have major roles in your project. If you’re applying for a projects within Rotary not affiliated with an outside nonprofit, write “none” here. To look up the financial status of your nonprofit partner organization (which is what the reviewers will do) go to <https://apps.irs.gov/app/eos/>.

If an organization other than the Rotary Club of SF is receiving the grant check, include them as a Partner Organization and mention “receiving SF Rotary Foundation check.”

# 5. Previous Support

If the proposed project is for renewed support of a previous project, demonstrate a commitment to continuous quality improvement. If you have completed or nearly completed the previous project, your *Final Report* must be submitted with your Grant Application. See *Final Repor*t form and instructions.

# 6. Project Period

Put your project period or date here. Examples: “November 2021 – March 2022.” “May 1, 2012.”

# 7. Goals and Objectives

Goals and objectives are key parts of your application. Please do not leave these sections blank.

**a. Goals** are the general outcomes you hope to achieve. The method you propose to use can be mentioned in the goal, or it can be addressed elsewhere. Examples:

• Improve the lives of immigrant youth by inculcating leadership skills.

• Build character and leadership ability by providing access to participation in the Boy Scouts.

• Improve the health and safety of homeless families.

NOTE: If your project is an international health project, include “Protect the health and safety of patients” as one of your goals, and, in the application, describe how this will be accomplished.

**b. Objectives** are specific measurable activities that will contribute to attaining your goals. Examples:

• Provide a 3-day evidence based leadership workshop to 80 immigrant youth.

• Recruit 10 more boys and girls as participants in a Scouting program in a low-income neighborhood.

• Provide medical screening and health coaching to at least 20 homeless families.

# 8. Project Synopsis

In ten 10 lines, summarize how the goals and objectives will be achieved. Explain who will conduct the project and what methods they will use. Describe the recipients or community that will benefit from the project. Important information that will not fit into your *Synopsis* can be included in *Section 13*.

# 9. Rotary Recognition and Project Publicity

**a. Recognition.** Tell how you will publicly acknowledge SF Rotary support. This recognition can be done through in a variety of ways, including websites, brochures, press releases, and publications.

**b. Publicity.** Describe how your project will be publicized. Projects may be publicized within Rotary, but many projects can be brought to the attention of the general public and/or service recipients.

# 10. Budget

Budgets should detail the expenses for the entire project. If the grant will cover only part of the project cost, please show a plan to allocate the grant to one or more specific project costs. Income from other sources need not be detailed. For guidance, please see the included sample budgets. Your budget should be submitted as *Appendix I*, and can be a MS Word or Excel file.

# 11. Additional information (optional)

If there is important information about your project that has not been specifically requested or would not fit into the space provided, please feel free to include it on an additional page here. Examples:

• Important details that wouldn’t fit into your 10-line synopsis

• Copy of a brochure describing your program

• A list of links to reports, articles, program guidelines, or other background information

# 12. Authorizations

Once the appropriate Service Board of the Rotary Club of San Francisco (RCSF) has approved them, applications submitted to the Rotary Foundation need to be signed by the Project Leader, the director of the appropriate RCSF Service Board, and the current RCSF President.

# Naming Your Files

In order to make sure the SF Rotary Foundation can track your application, please—

• Include the short name of your project in the name of your file and the word “Application”

• Put the fiscal year in the name, i.e. 2021-22

• For appendices, include the information above plus “Appendix” and the number, i.e. Appendix 1

Examples: ALPS.Application.2021-22.docx; Interact Scholarships.2021-22.Appendix1.xls