

BEVERLY HILLS ROTARY COMMUNITY FOUNDATION

GUIDELINES

MISSION STATEMENT

The Beverly Hills Rotary Community Foundation supports a wide range of philanthropic organizations locally in Beverly Hills and the Greater Los Angeles area and globally in developing nations.

LOCAL COMMUNITY GRANTS

The Beverly Hills Rotary Community Foundation of the Rotary Club of Beverly Hills seeks grant applications **from its members** for 501 (c)(3) organizations primarily benefiting the Beverly Hills and Greater Los Angeles Area. The Foundation prioritizes funding organizations that have a deep level of community involvement whose mission is aligned with one or more of our four priority areas: Education, Humanitarian and Human Services, Hunger Relief and Homelessness, and Assisting People with Disabilities. Priority is also given to organizations where our gift will have meaningful impact on the organization and the people it is serving.

Strong consideration will be given to proposals with participation of the Club's membership and/or joint projects with other Rotary Clubs. Rotary involvement can include:

- Managing the project
- Providing expertise
- Volunteering to participate in the project
- Providing the match for a grant
- Volunteer support from High School Interact members

Beverly Hills Rotary Community Foundation does not consider unsolicited requests for financial support. A member in good standing of The Rotary Club of Beverly Hills must sponsor requests and the member cannot be an employee of the organization or receive any type of compensation or remuneration from the organization.

GRANT REQUEST REVIEW CYCLE AND DEADLINES

The Foundation has two grant cycles per year, and only accepts one grant application from an organization per 12-month period. The sponsoring Rotary Member will be required to assist in the Charitable Committee review. Applications are accepted up through two deadlines.

November Grant Cycle: For consideration during our November grant cycle, a grant application must be submitted by November 15. Applications will be

accepted from July 1 through November 15. Our Charity Committee reviews all applications and will make recommendations for final approval by the Board of Directors. Notification of the amount of grant decisions will take place in late January.

May Grant Cycle: For consideration during our May grant cycle, a grant application must be submitted by May 1. Applications will be accepted from January 1 through May 1. Our Charity Committee reviews all applications and will make recommendations for final approval by the Board of Directors. Notification of the amount of grant decisions will take place in late June.

Any grant application received between November 16 – December 31 will be reviewed along with May Grant Cycle applications.

FUNDING LIMITS

Proposals from \$500 to \$2,500 are encouraged, and larger requests will be considered and reviewed on a case-by-case basis. Any awarded amounts are subject to the Charity Committee's and the Board of Directors' discretion and funding availability.

ELIGIBLE REQUESTS

The Foundation makes grants to charitable organizations as classified under Section 501(c)(3) of the Internal Revenue Service code. The organizations must serve the Beverly Hills and/or Greater Los Angeles community and whose mission is aligned with our four priority areas:

1. **Education** - Includes programs that focus on formal K-12 education, after-school programs, music and arts education, teacher development, literacy and higher education
2. **Humanitarian and Human Services** - Includes broad range of human services, community improvement, veterans support programs, abuse prevention, youth development programs, children and family services, early childhood development and parenting education.
3. **Hunger Relief and Homelessness** - Includes rent assistance, utility assistance, food assistance.
4. **Assisting People with Disabilities** - Includes funding for the care, training, sports programs and education of people with disabilities.

INELIGIBLE REQUESTS

As a standard practice, the Beverly Hills Rotary Community Foundation does not support and considers ineligible organizations that do not have a wide base of financial support or regular continuing operations. In general, the Foundation also does not make grants to support:

- Organizations that discriminate.
- Religious or membership-based organizations unless the program is open to the public without regard to affiliation.
- Fundraising activities, expenses, dinners, galas and events.
- Political activities.
- Capital or Building purchases.
- General operating funds.
- Other foundations or granting organizations.
- Lobbying, promoting or marketing efforts of an organization.
- Research.

The Foundation reserves the right to determine eligibility of any applicant and to adjust its guidelines in response to emerging needs, trends and opportunities.

BH ROTARY COMMUNITY FOUNDATION

GRANT APPLICATION

Please respond to all requirements below in a separate document to be submitted to the Charity Committee by a member in good standing of the Rotary Club of Beverly Hills. Be sure to respond to all requested information, otherwise your application will not be accepted.

TO BE COMPLETED BY ORGANIZATION

1. BH Rotary Member Sponsor
2. Name, address, email and telephone number of the organization and the primary contact person
3. Organization's IRS Tax ID Number
4. Organization's Mission Statement
5. Amount being requested from the BH Rotary community foundation
6. How will the funds be used?

TO BE COMPLETED BY ROTARIAN SPONSOR

1. What is your relationship to this organization?
2. Have you made a personal financial contribution to this organization?
3. Will this donation satisfy any personal financial obligation or planned donation to the organization?
4. Are you willing to follow up with this organization regarding the Rotary grant, including assuring that funds are used in accordance with the request and that Rotary will be recognized for the grant?
5. Are you willing to invite a representative from the organization to be your guest at a Rotary meeting to tell our group about the organization?