

Community Grants Committee Charter

Mission Statement or Statement of Purpose

The community Grants committee's purpose is to lead and support the RCFC's efforts to make a difference in our local community by supporting local non-profit (501 c-3) organizations with monetary grants supporting unique and innovative projects.

Committee Membership

The Committee will have a chair and vice-chair. If the chair will not be continuing to serve in a new Rotary year, the expectation is that the vice-chair will then become chair of the committee. This committee's membership will be reflective of the whole membership, containing both noon and evening group members.

Authority

The committee must abide by the Rotary Club of Fort Collins Constitution and Bylaws. In addition, the committee must abide by Rotary International and District 5440 documents terms, conditions, and rules for grants.

Decisions at the Committee level will be made based on a majority vote of the members in attendance at the meeting where the decision is discussed.

Responsibilities

- Prepare and distribute press release relative to upcoming grant funding program category.
- Send email acknowledgement when grant applications are received.
- On a quarterly basis, review grant applications received for the specific grant program area.
- Chair will prepare grant summary review and will assign grant application(s) to various committee members for in-depth review. Committee meeting will be held to discuss and chose which grant(s) to fund.
- Will coordinate with community service committee for grants funded that specify Rotarian involvement.
- Chair will report the dollar amount and agencies funded at the next monthly RCFC Charities Board meeting. Chair will email all grant applicants to inform them of the status of their grant application. Agencies receiving grants will be invited to a noon luncheon to receive their award check and to be given the opportunity to briefly explain how this grant will impact their organization.
- Within 6 months of receiving a grant, the funded agency will submit a 2–3-page written report detailing how the funds were spent and the impact our grant had on their organization and clientele. If not received, Chair will follow up.
- The annual community grant budget is set by the Treasurer/finance committee and approved by the RCFC Charities Board of Directors. The committee grants committee is restricted to use only the amount of funds budgeted for the year. The committee has the discretion to decide how many \$ are spent each quarter so long as the annual budget is not exceeded.