**Salem Rotary Foundation Small Grants**

GUIDELINES FOR APPLICATIONS

The Salem Rotary Foundation has funds available for smaller projects that will benefit our community. Grants from the Salem Rotary Foundation will generally range between $500 to $1,500 each and be made to fund projects that directly or indirectly foster, develop, promote, and encourage the health, education, and the general welfare of primarily youth in the city of Salem and the surrounding area. Interested applicants should submit proposals for projects focused on service projects performed by Salem area non-profit organizations.

Applications must be presented to the Salem Rotary Foundation in writing **and sent by email to the Good Works Committee chair, Bruce Anderson,** at bruce.anderson@nwnatural.com. Please also mail a hard copy to the Good Works Committee c/o Rotary Club of Salem, PO Box 3981, Salem, OR 97302.

**The application should be as brief as appropriate and contain only the necessary facts** about the applicant and the project for which grant funds are being sought.

There will be one round of awards. Deadline for the Spring 2016 Grant Award: **applications must be emailed or postmarked by April 1, 2016.** Applicants will be notified within 30 days after the deadlines if their funding request has been granted.

Examples of the purposes for which grants *are typically made*: scholarships, educational activities, programs or events, and acquisition of equipment or supplies for educational or health purposes.

Grants generally **will not** be made for general administrative or operating expenses or to retire financial debt.

**APPLICATIONS SHOULD INCLUDE:**

1. **A narrative proposal** (no more than two pages, please) describing the applicant organization and the project, including description of the persons or groups to be served. The narrative should also include the number of citizens served by the project. *Please do not include pamphlets or booklets and* ***do not include any double-sided copies in your application.***
2. **A detailed budget for the proposed project**, the grant amount sought from the Foundation, and the date the funds will be needed.
3. **A list of the other sources** being approached for the project and the amounts requested from each. If none, please so indicate.
4. Are there **other organizations that you do or will collaborate with on this project**? If so, please list those groups your organization is working with on the project for which you are requesting funds.
5. **A copy of applicant’s most recent determination letter from the Internal Revenue Service** reflecting applicant’s tax exemption under Section 501(c )(3) of the Internal Revenue Code.

***Thank you for applying for a grant from the Salem Rotary Foundation!***