

# St. Joseph-Benton Harbor Rotary Club Foundation, Inc.

## Grant Information

### How does the Foundation work?

The St. Joseph-Benton Harbor Rotary Club Foundation's resources come from gifts made by Rotarians and other individuals, families, businesses, and local organizations. Normally, only income earned by the investment of these gifts is disbursed through grants, providing a continuing source of funding to benefit the community.

A volunteer Board of Directors made up of Rotary Club of St. Joseph-Benton Harbor members sets policy and approves all grants. All directors have extensive service to and knowledge of our community.

Funds of the St. Joseph-Benton Harbor Rotary Club Foundation are managed by an Investment Advisory Committee which, in turn, is monitored regularly by the Foundation Board of Directors.

### Mission Statement

The mission of the St. Joseph-Benton Harbor Rotary Club Foundation is to improve lives in the greater St. Joseph/Benton Harbor community, by supporting projects that focus on: (1) improvement of health; (2) support of education; (3) economic and community development; and (4) other Rotary International initiatives that have local impact.

### Financial Range of Giving

The total amount of awards to be given in a year is set by the Foundation Board of Directors on an annual basis.

**Total Available for 2023 is \$69,000.**

### Eligible Grant Requests

**\$5,000 is the minimum eligible grant request.**

501(c)(3) nonprofit organizations and governmental organizations within the greater St. Joseph-Benton Harbor area are eligible to apply for a St. Joseph-Benton Harbor Rotary Club Foundation grant.

***Organizations that have received grant dollars for three consecutive years are ineligible to apply for one year.***

Particular emphasis is given for efforts that seek to better opportunities for youth and special needs populations.

Requests for ongoing operational funds and annual drives are assigned a low priority.

Requests for sectarian religious projects and programs, national fund-raising efforts, requests by political organizations, requests to fund program deficits or previously incurred obligations are ineligible.

Persons/organizations submitting grant applications will be notified in writing of Foundation action normally within 60 days of application deadlines. Denied applications may be resubmitted in a subsequent grant cycle; however, the Foundation is in no way obligated to give preferential treatment to previously submitted requests. The Foundation does not obligate itself to grant awards at each review process. ***Requests may be made for multi-year projects, however re-application will be required for subsequent years.***

### Review Process by the Foundation Board

**Criteria the Foundation Board will consider in evaluating proposal include:**

1. Focus on the Rotary International missions
2. Scope of impact on the community
3. Response to emerging needs or new approaches to meet current needs
4. Measurable outcomes and program evaluation methods
5. Collaboration within the community and elimination of duplication of services
6. Sustainability of project and ongoing support

## How to Apply for Grants

Grant Applications can be downloaded from the **Rotary Club of St. Joseph-Benton Harbor** website (<http://www.sjbhrotary.org>). For information or assistance, or if you are unable to download an application, please contact the Foundation by E-mail at: pawestmaas@gmail.com  
Attn: Rotary Foundation Grants

## Application Procedure

All grant applications **must** be presented on the St. Joseph-Benton Harbor Rotary Club Foundation, Inc. 2023 Grant Application, a fillable PDF form. You can work on, save and complete the Grant Application using free Adobe Reader. A complete Grant Application must include the following:

### One paper copy of the following items:

1. A one-page cover letter, signed by the chief executive officer, stating briefly and clearly the specific purpose, time period and amount of the request. ***For capital projects a site drawing showing the location of the improvement to be funded by the grant is required.***
2. A copy of your IRS 501(c)(3) determination letter\*
3. A copy of your IRS Form 990 for your most recent fiscal year\*
4. A copy of your Michigan Charitable Solicitation License\*
5. Your current annual operating budget and source(s) of income
6. List of your current officers and governing board
7. A copy of your audited financial statements for your most recent fiscal year
8. The annual report for your most recent fiscal year

\* Governmental organizations are not required to provide items 2, 3, and 4.

## Submit your Grant Application

**BY EMAIL TO: Paul Westmaas, Foundation Secretary, at [pawestmaas@gmail.com](mailto:pawestmaas@gmail.com)**

**Matt Hanley, Foundation President, at [MattHanley@vailrubber.com](mailto:MattHanley@vailrubber.com)**

### SUBMIT YOUR GRANT APPLICATION SUPPORTING DOCUMENTATION TO:

**St. Joseph-Benton Harbor Rotary Club Foundation, Inc.**

**(1) By mail to:**

P.O. Box 143

St. Joseph, MI 49085-0143

**OR**

**(2) Hand-deliver to:**

Berrien Community Foundation

2900 S. State Street, Ste. 2E

St. Joseph, MI 49085

## Deadline for Application

**Applications must be received by 5:00 pm EDT September 22, 2023. Late applications will NOT be eligible for consideration.**

## Grantee Responsibilities

1. Grantees are required to execute and return a Grant Agreement prior to receiving their grant.
2. Grantees are required to appropriately acknowledge receipt of their Grant. Any press release announcing a grant is subject to prior approval by the St. Joseph-Benton Harbor Rotary Club Foundation. To further assist in public awareness of services and programs funded by the St. Joseph-Benton Harbor Rotary Club Foundation, all grantees are required to acknowledge the financial support provided by the Foundation including prominently displaying the Rotary logo on publications, brochures, newsletters and other information about the grant-funded project or service. The logo should be accompanied by the text: ***"Project funded in part or in whole by the St. Joseph-Benton Harbor Rotary Club Foundation."***
3. Grant funds must be used by the grantee in accordance with the application and budget on which the grant approval was based. All grant funds not expended within a year of the grant receipt for the purposes agreed to by the grantee and the Foundation must be returned to the Foundation unless an alternative approval is granted.
4. Grantees are required to complete and submit an evaluation within a year of the grant receipt.