



## Community Service Committee 2024-25 Grant Guidelines

In the 2023-24 Rotary year, the Community Service Community (CSC) awarded nearly \$30,000 in grants to 15 local non-profit organizations. These grants ranged in size from \$300 to \$3,000. We are now accepting applications for the 2024-25 grant year. The general selection criteria and application process is described below.

### Grant Criteria

- a. Applicant is a 501(c)3 non-profit organization serving the North Kitsap community.
- b. Funds are to be used for one-time expenses such as equipment purchases, small capital projects, or start-up programs. We do not award grants for recurring operating expenses, make general donations, or sponsor events. Finally, the scope of the proposed project must be such that a Rotary grant would have a meaningful impact on the project's success.
- c. In considering applications, preference is given to projects focused on the following:
  - ✓ Empowerment of girls and women
  - ✓ Combating human trafficking or domestic violence
  - ✓ Enriching the community's cultural scene
  - ✓ Environmental restoration and awareness
  - ✓ Educational and cultural programs for youth and seniors
  - ✓ Restoration of parks and recreation facilities
  - ✓ Vocational training and workforce development
- d. Past applicants (including those awarded grants) are eligible to apply again.
- e. Recipients of CSC grants are expected to:
  - ✓ Use the funds within 12 months (unless a longer term is requested in the application)
  - ✓ Report back to the Club on the use of the grant funds and the benefits derived.
  - ✓ Return grant funds to the Club if the project is cancelled or otherwise not completed.
  - ✓ Acknowledge the support of Poulsbo Rotary in social media posts, website, and project-specific communications.

### Application Instructions

- a. To be considered, applicants must submit a 2024-25 application including a project budget and, if the request is greater than \$3,000, a current income statement and balance sheet.
- b. Applications emailed in PDF format are preferred. Please use the following file naming convention: [applicant name] – [document name].pdf. (e.g., Fishline–application.pdf). Email the application to: **communityservice@poulsborotary.org**
- c. If the application cannot be submitted electronically, please mail to:  
**Poulsbo Rotary Club, P.O. Box 1334, Poulsbo WA 98370, attention: CSC Chair.**
- d. Applications must be received no later than November 8, 2024.
- e. Grant recipients will be notified in mid-December 2024 and checks sent in January 2025.