

ROTARY CHILDREN'S FUND
ENDOWMENT FUND OF THE ROTARY CLUB OF FORT WORTH

(On March 28, 2008, the Rotary Club of Fort Worth launched a five-year initiative to improve adult literacy in Tarrant County. Emphasis will be given in the next five years to requests devoted to improving literacy in Tarrant County.)

Criteria for Submitting Requests:

Grants from the Rotary Children's Fund are designated for the purpose of providing support to benevolent, charitable, educational or research undertakings of nonprofit agencies with particular emphasis directed at the medical, educational or other needs of low-income children in Tarrant County. Beginning in 2008, emphasis will be given to literacy programs.

Grants from the Endowment Fund of the Rotary Club of Fort Worth are to be distributed to organizations to be used for educational purposes, specifically programs dealing with adult literacy.

In order for organizations to receive grants from either fund, they must qualify under section 501 (c) (3) or other appropriate sections of the Internal Revenue Code of 1954.

In addition:

1. Distributions from either fund can be used for capital equipment or expansion of programs for qualifying agencies. Beginning in 2008, grants dealing with literacy will be given preference. Grants may be made for other purposes upon recommendation by the committee and approval by the Board.
2. There will be no disbursement of funds to individuals or special event fundraisers.
3. The application form and information concerning distribution of funds can be accessed on the Rotary Club of Fort Worth web site (www.rotaryfortworth.org).
4. A request for funding will not be considered unless it is submitted on the proper form or in the proper format as provided by the form.
5. The deadlines for receiving original applications (faxed applications will not be accepted) in the Rotary office are August 15, December 15, and April 15 or on the first business day following these dates. Applications that are not received by the deadline date will be considered with applications received by the next deadline.
6. Requests for multiple year funding are not encouraged.
7. Requests should be submitted to:
Neva Williams, Executive Director
Rotary Club of Fort Worth
306 West 7th, Suite 715
Fort Worth, Texas 76102
817/332-7977

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Advisory Committee Functions/Responsibilities:

1. The Advisory Committee will review applications to the Rotary Children's Fund and the Endowment Fund of the Rotary Club of Fort Worth.
2. The Advisory Committee will be composed of one chairman, a chairman elect and 6 members who serve for a term of two years. The president will appoint 3 new committee members each year and the president elect will appoint the chairman elect.
3. In February/March of each year following the investment report made to the Advisory Committee in January, the Chairman of the committee will meet with the Board of Directors to recommend the investment policy and the grant distribution budget for the next year.
4. The Advisory Committee will review the qualified applications which are received in the proper form by the prescribed deadlines.
5. The Advisory Committee will make recommendations for funding to the Board of Directors for final approval. After action by the Board, the committee will ensure that applicants are notified of the decision to fund or deny requests.
6. The chairman of the Advisory Committee will ensure that the committee meets a minimum of four times annually as follows:

March/April - members of the committee meet for orientation

September/October - meeting held to consider grant requests received by the August 15 deadline

January/February - meeting held to consider grant requests received by the December 15 deadline. In addition, the investment manager should attend to give the committee a report on the financial status of investments. The committee will also consider a budget for distributions based on the performance of the funds over the past three years

May/June - meeting will be held to consider grant request received by the April 15 deadline

7. It is the responsibility of the Advisory Committee to solicit contributions from the club membership to increase the corpus of both funds.

**Rotary Club of Fort Worth
Rotary Children's Fund
Endowment Fund of the Rotary Club of Fort Worth**

Organization Name _____

Street Address _____

City/State/Zip _____

Telephone Number _____ Fax Number _____

Name of Contact Person/Title _____

Amount of Grant Request _____

Please provide the following information as attachments to this request:

1. A brief history of the organization
2. The organization's mission and geographic area and population served
3. The purpose of this grant request
4. How these funds will be used
5. Expected start date of this project
6. Financial information for organization
 - a) Previous year actual results
 - b) Current year budget
 - c) Budget for this specific project
7. List of current Board of Directors
8. IRS Determination Letter indicating 501©(3) status

Date submitted _____

Name of Executive/CEO

Signature

Name of Board Chairman/President

Signature