

## Rotary Club of Greater Bend – Garden Grant Application

Since 1976, the Rotary Club of Greater Bend (RCGB) has donated volunteer hours and discretionary funds to numerous local organizations and capital projects as well as exceptional worldwide programs. We focus on efforts that improve the lives of children, youth, and families, particularly activities that have a lasting impact on our community. Our Environmental & Sustainability Committee is dedicated to continuing this legacy while carefully directing our donations to worthy projects. We prepared the following guidelines for those interested in concert with the Environmental Center's Garden Grant Program.

### Donation Guidelines & Giving Budget:

This grant is to support local organizations who are targeted for environmentally focused and sustainable garden projects. Primary interests for giving associated with this grant:

- Supporting education initiatives that promote behavior that protects the environment, provides education on sustainable agriculture and good health.
- Supporting local, long term focused, sustainable garden education efforts within Central Oregon

General Requirements:

- Established, non-profit IRS tax-exempt status
- Programs/projects or capital improvements and investments with a specific purpose and articulated outcomes
- Programs/projects with a positive track record and a realistic opportunity for continued success
- Programs/projects within the RCGB serving area: Deschutes County
- Organizations must acknowledge, support and cross-promote RCGB to build increased awareness of our efforts to support our community

The RCGB Environment & Sustainability Committee reviews all funding requests and will award up to \$3,000 for garden projects.

### RCGB does not support:

- Political fundraising
- Ongoing operating expenses
- Start-up programming
- Fundraising events that benefit individuals
- For-profit organizations or groups
- Religious organizations or groups (excluding "Tree of Joy" partnership with Salvation Army)

### Application Process

Requests must be submitted in writing by email, with the following documentation in addition to the Environmental Center Garden Grant Application:

- A letter (not to exceed two pages) signed by the Executive Director or Board Chair or Principal addressing the following.
- Organization/school mission and purpose and how this request supports that mission.
- Amount requested (up to \$3,000) and its proposed use, intended beneficiaries, project budget (if applicable include secured and pending funding sources), timeline and projected outcomes.
- Outline of opportunities for RCGB members to contribute work hours to the project.
- How your organization/school will recognize the donation to your audience.

Attachments:

- List of Officers and/or Directors, if applicable.

- Copy of IRS Tax Status
- A brochure or annual report (optional)

**Submit all information to Denise Rowcroft - [denise@envirocener.org](mailto:denise@envirocener.org).**

### **Timing and Selection Process:**

For the current fiscal year ending June 30, 2023, requests are due by November 18, with funding to be determined prior to January 1, 2023. All funds must be spent, and grant work complete by June 30, 2023. Nonprofits who receive funding are required to attend a Rotary club meeting for a check presentation and to briefly share how the funds will benefit your organization. The club meets on Tuesdays at noon at Currents, at The Riverhouse in Bend.

### **Donation Follow-up:**

For all grants over \$1,000, organizations are required to provide RCGB with a report within 30 days of the conclusion of the project or no later than July 15, 2023. Photos, testimonials, and media coverage clippings are greatly appreciated. The Club may also request a follow-up presentation at a scheduled meeting.