

September 2019

**RE: 2019/20 Club 29 Annual Project**

It is time again for our Club 29 Annual Project. The Rotary Club of Oklahoma City is now accepting grant requests directed to a project or program that is proposed by a qualified nonprofit organization and will serve the central Oklahoma community (i.e., the [City Limits of Oklahoma City](#)). The recipient will receive a funding grant up to \$50,000 to underwrite the proposed project or program. Please help us get the word out to qualified organizations regarding this opportunity.

The Club 29 Annual Project is driven by our club motto: “Service Above Self.”

Details of the application process, guidelines, and requirements are set forth below. Completed applications must be received online, via our website by NOON sharp on September 24, 2019. Any applications submitted after that time will not be considered.

As Oklahoma’s oldest and largest civic organization, we are delighted to again partner with our local nonprofits to serve our community in the coming year.

Sincerely,

Cori Loomis, Chair  
Annual Project Committee

Ann Ackerman, President  
Rotary Club of Oklahoma City

**2019/20 Annual Project  
Grant Request Guidelines and Requirements for  
Up to \$50,000 Grant**

In order to be eligible for a Rotary Club 29 grant, an organization must:

- Be a 501 (c)(3) Nonprofit organization
- Be in operation a minimum of three (3) years
- Have Gross Revenue (as of their Prior fiscal Year) of at least \$300,000
- Have Total Assets of at least \$250,000

The Organization's proposal must:

- Outline a project or program that targets a specific population for a specific duration and with specific measurable goals to be achieved
- Must provide services in the [City Limits of Oklahoma City](#)
- Use the full amount of the Rotary Club 29 grant to provide services in Oklahoma City
- Plan to expend all funds within 24 months

Rotary Club 29 will not award its grant for the following:

- General operating expenses
- Operating salaries (salaries tied to a program will be considered)
- Debt reduction
- Endowments or memorials
- Bridge funding or interim financing
- Operational deficits
- Partisan, political lobbying or legislative activities
- General fund drive or annual appeals
- Fraternal, sectarian and religious organizations where the grant is intended for the principal benefit of the organization's own members or adherents, or where the grant is intended for inherently religious activities
- Private foundations
- Legal expenses incurred in any action by or against the organization
- General construction or renovation (unrelated to a specific proposed project or program)
- Construction or renovation of property not owned by the nonprofit
- General capital campaign (unrelated to a specific proposed project or program)
- Fundraising activities or events
- Advertising
- Sports teams or any sports-related activity or competition

Our guidelines continue to evolve, and Rotary Club 29 reserves the right to change its criteria without prior notice at any time.

An organization may submit only one application each year. The Rotary Club of Oklahoma City reserves the right to reject any application for any reason, including if it is late or incomplete in any way. The Rotary Club of Oklahoma City also reserves the right to select the winner, in its sole discretion and based on whatever criteria it deems to be appropriate.

The Annual Project Committee will present its recommendation to the Club 29 Board for final approval in mid-October. All applicants will be notified of our final decision. The Project Committee will then proceed to raise the needed funds during the year-end giving season. The winning organization will be asked to make a short presentation regarding the project at one of our meetings. Funds are anticipated to be available to the selected organization by February of 2020. Once the project has begun, the grant recipient will be required to submit periodic progress reports that utilize measurable outcomes until project completion.

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**The grant application is online. Please access the application site on our Rotary Club website at [www.okcrotary.club](http://www.okcrotary.club).**

**Selection Process Calendar**

- September 3: Announcement of project/program opportunity at Rotary, followed by e-mail announcement to Rotary membership for promotion to nonprofit organizations
- September 24, Noon: Deadline for complete applications to be received
- Sept. 25 – Oct. 7: Committee reads and ranks online applications, with score sheets due to the Rotary Office by October 7, NOON
- October 8: Committee meets to choose winner among finalists
- October 17: Project recommendation presented to Rotary Board for final approval
- October 29: Winning organization makes presentation at Rotary meeting
- Oct. 29 – Dec. 2019: Fundraising conducted for project grant
- February 2020: Funds anticipated to be available for selected project.

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