



## Covington Rotary Foundation

1885 Dixie Highway, Suite 330  
Ft. Wright, KY 41011

### **Grant Guidelines**

(Updated 05/02/2022)

#### **General Information**

The Covington Rotary Foundation provides the funding and resources necessary to support the diverse humanitarian efforts of the Rotary Club of Covington, Kentucky. The mission of the foundation is as follows:

The Covington Rotary Foundation provides funding and resources necessary to support the diverse humanitarian efforts of the Rotary Club of Covington, Kentucky. Our primary goal is to support causes in our community in the areas of education, children, the disabled and other issues as deemed appropriate by the Foundation Board of Directors. We also support humanitarian needs of local and world communities.

#### **Funding Priorities**

The Foundation provides grants to non-profit organizations for use generally in the Northern Kentucky/Greater Cincinnati area. Our funding priorities are for programs, projects, equipment or materials that directly benefit children and the disabled. We may, on occasion, fund other requests that support our mission. Distributions may not be made to organizations at which a Covington Rotary Foundation Board Member is employed, has ownership or is also a Board Member with the exception of the Rotary Club of Covington's signature charity: The Point/Arc.

#### **Qualifications:**

1. The grant request must be made by a non-profit, 501(c)(3) tax-exempt organization with an IRS letter of determination or a school.
2. Usually, an organization may only receive funding once every three calendar years with the exception of the Rotary Club of Covington's signature charity: The Point/Arc.
3. The organization must agree to spend the funds on the proposal submitted within one year of receipt.

4. An evaluation form must be submitted to the Rotary Foundation within 12 months of the receipt of grant funds, detailing how the funds were expended and the results obtained.
5. Most grants are in the range of \$250 - \$5,000. Requests should not exceed \$5,000.

#### **Grant Submission Deadlines**

There are four grant cycles per year and the deadlines are as follows:

Cycle 1: January 1<sup>st</sup>

Cycle 2: April 1<sup>st</sup>

Cycle 3: July 1<sup>st</sup>

Cycle 4: October 1<sup>st</sup>

#### **Grant Application Procedure**

The application must be submitted to the Rotary Office on or before the published deadlines to be considered.

***IMPORTANT:*** The application, along with a copy of your IRS determination letter, **must be submitted electronically in a .pdf or Word (.doc) format.** *Please do NOT include additional materials. We will request additional information if needed.*

**You may submit your grant request to:**

[nancykeathleycpa@gmail.com](mailto:nancykeathleycpa@gmail.com)