Annual Community Grant Guidelines

The Rotary Club of Front Royal welcomes any non-profit organization in good standing to apply for grant funds to support local projects in Front Royal & Warren County. Grant funding up to $8500 is available annually. Projects should be a one-time, short-term (less than 12 months to completion), tangible, and sustainable project that supports the needs of our local community. Interested organizations may find grant applications, guidelines, and other supporting documents on our website. All applications should be submitted via email to frontroyalrotaryclub@gmail.com by February 28, 2026. Contact the Club President for more information via the email address above or the contact information available on the website.

Annual Grant Review Timeline:

Rotary Fiscal Year: July 1, 2025-June 30, 2026
Applications accepted: January 7-February 28, 2026
Applications close: February 28, 2026
Application Review: March 4-April 1, 2026
Top applications chosen will present to the club on Friday, April 10th
Grant Awards Announced: May (date TBD)

The grant period opens January 7 and closes February 28th. Applications will be accepted ONLY during this time. The grants committee will review all applications for approval. Selected finalists who meet all criteria will be notified to present their project proposal to club members on April 10th. After a club vote and committee recommendations of full or partial project funding, the Board of Directors will make final decisions to grant awards issued via check presentation in May.

Eligibility:

1. Applicants must be a nonprofit (501c3) organization.
2. Organizations must operate within the Front Royal/Warren County area. Grant projects should be focused within Front Royal/Warren County and benefit its community/residents.
3. Projects generally fall within the 7 Focus Areas of Rotary Service:

   - Basic Education & Literacy
   - Community Economic Development
   - Disease Prevention & Treatment
   - Maternal & Child Health
   - Peace & Conflict Resolution

- Supporting Environment
- Water, Sanitation & Hygiene

Projects Not Eligible:

1. Project funding is limited to those projects that are within the scope of the Purpose of Rotary.
2. **The following items <u>are not eligible</u>**:
   - annual budget items, operating or administrative expenses, salaries or stipends
   - purchase of land or buildings
   - reimbursement for existing or completed projects
   - routine maintenance or maintenance contracts
   - travel, hotel or entertainment expenses
   - disposables or consumables
   - establishment of foundations, scholarships or trusts
   - fundraising or prize expenses
   - political or religious purposes
   - personal benefit of a Rotary member (conflict of interest)
   - multi-year projects

Requirements for all Grant Applications:

Completed applications for consideration should include the following documents:

1. An application form with clearly defined project goals, measurable outcomes and positive media promotion for the Rotary Club of Front Royal. Before photos of proposed project, if applicable, are desired.
2. A budget proposal for the project with expense projections and revenue sources.
3. Letter(s) of participation from all community-partnering agencies involved.
4. Project Authorization & Grant Results Certificate signed by 2 officers of non-profit organization
5. IRS letter certifying 501©3 status
   Please review! Incomplete applications WILL NOT be considered.

Requirements for all Grant Recipients:

1. Grants close within 12 months, or by April 30th of the following year.
2. Grant recipients are required to submit an Interim Progress Report by September 15th 2026.
3. Projects are to be completed by April 30th. Grant recipients are required to submit a Final Results Report by April 30th. The final report is reviewed, approved and the grant is closed.
4. Any grant funds not spent within the grant period, not included in the project final budget report and not supported with proof of receipt(s) are forfeited back to the Front Royal Rotary Club.
5. Recipients who are non-compliant with the grants process will not be considered for future grants awards.