



**HUMBOLDT AREA  
FOUNDATION**

Application Guidelines for the  
**Rotary Club of Eureka  
Glyndon “Sign” and Ruth Smith Endowment Fund**

**INTRODUCTION**

Sign Smith was the longest serving member (69 years) of the Rotary Club of Eureka. Upon his death, he created an endowment fund at the Humboldt Area Foundation, the proceeds of which were to be administered solely by the Rotary Club of Eureka to further our local community and international projects. By 2018 year-end, over \$600,000 in grant applications have been funded. In most years, \$25-30 thousand dollars are available for grants.

As an organization, Rotary is apolitical, non-sectarian, supports diversity of various types, and advances international understanding, good will and peace through the world fellowship of Rotary International.

**INFORMATION PROCESS**

Grant proposals may be submitted by:

A nonprofit organization with a tax exempt status under Section 501c3 of the IRS Code,  
a PBC or a community group with a qualified fiscal sponsor who is either a PBC or tax exempt.

Grant submission deadline is October 31st. Only grants submitted this year will be considered. All decisions about awards are made by the Rotary Club of Eureka. Announcements of awardees are usually made in February or March.

Grant amounts vary as well as the number of grants awarded in a given year. In general, the Rotary Club of Eureka is looking to fund significant projects which benefit the greater Eureka community and provide opportunities to visually recognize and honor Sign and Ruth Smith and their generosity. International projects are considered providing a non-USA Rotary Club is involved. Many projects chosen are of a special nature and have no other means of funding. The club will occasionally ask for additional information or a site visit to clarify what is submitted in the application.

Grants are not awarded for travel, operational costs and salaries or routine facility maintenance. Grants are usually not awarded for projects which are in progress. Although our club is not bound by Rotary International, they work broadly in literacy and education, economic development, healthcare, water and sanitation and conflict resolution. Many of our past grants fall into these areas. Benefit to the community and the number of people who will be served by the project are also considered. We will participate in projects which may need other sources of funding to complete a project, providing that there is sufficient funding from all sources to complete the project in a reasonable amount of time. We generally expect that any physical items provided will not be used to generate direct income in the form of user fees or charges for the organization.



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Successful grantees will be expected to participate in promoting these grants by attending one of our meetings to receive the grant, periodic and follow up reports while the project is in process, and at its completion, allowing for site-visits and photography by the club by participating in appropriate media reports. When appropriate a visual recognition of Sign and Ruth Smith, Rotary Club of Eureka Grant will be placed on physical assets. Our Rotary Club will work with the awarded on issues of wording, materials and placement. Grant money is generally not provided for signage.

If the project is not completed or the above terms are not met, the Rotary Club of Eureka expects the return of the grant money.

### **GRANT DEADLINE AND CONTACT INFORMATION**

All applications must be received by October 31, 2019.

Applications should be sent to [grants@hafoundation.org](mailto:grants@hafoundation.org) or

**Humboldt Area Foundation**  
**Attn: Glyndon “Sign” and Ruth Smith Endowment Fund**  
**363 Indianola Road**  
**Bayside, CA 95524**

### **APPLICATION REQUIREMENT CHECKLIST**

#### **Project Narrative**

Please attach a narrative, no longer than 2 pages, with brief responses to the following questions:

Information about your organization, its history, operations, types and numbers of clients served, general funding sources with their relative percentages.

Describe the project and its timeline.

What are the expected outcomes and how will this project impact our community?

Who and how many people will benefit from this project?

Why has this project fallen outside of your normal budget plans?

For capital or physical assets, what are your plans for maintenance and replacement?

Is your organization doing other things to complete this project such as volunteer “sweat equity”, partnering with other local experts, other forms of fundraising and other community resources?

#### **Application Form (attached)**

#### **Project Budget Form (attached)**



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**PROJECT INFORMATION**

Program/Project Name _____	
Total Cost of Project: _____	Total Amount Requested: _____
Contact Person: _____	Title: _____
Organization: _____	
Mailing Address: _____	
Phone: _____	Email: _____

**LEGAL APPLICANT INFORMATION**

Legal Name of Tax Exempt Organization: _____	Tax ID #: _____
Executive Officer: _____	Title: _____
Mailing Address: _____	
Phone: _____	Fax: _____
Email: _____	Website: _____

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<i>HAF Office Staff use only</i>		
Program Officer: _____	Committee: _____	Fund ID _____
Review Date: _____	Action: _____	Profile # _____
Amount: _____	Batch # _____	Grant # _____
Program Area: <input type="checkbox"/> ANML <input type="checkbox"/> COMM <input type="checkbox"/> ARTS <input type="checkbox"/> ENV <input type="checkbox"/> HEAL <input type="checkbox"/> TA <input type="checkbox"/> YUTH		



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**TOTAL PROJECT BUDGET**

Anticipated budget for the project (include how grant funds will be spent)

Expense	Amount requested from HAF	In-kind donations	Other funding Sources		Total Budget
			Amount	Source	

**Example:**

Expense	Amount requested from HAF (2)	In-kind Donations* (3)	Other funding Sources		Total Budget (Add columns 2-4)
			Amount (4)	Source (5)	
Building Materials	\$350.00	\$150.00	\$350.00	Local Fundraiser	\$850.00
Project Labor	0	0	0	5 Volunteers	0
Travel	\$50.00	0	0		\$50.00
Food	0	0	\$150	XYZ Foundation	\$150
<b>TOTALS:</b>	<b>\$400.00</b>	<b>\$150.00</b>	<b>\$500.00</b>		<b>\$1,050.00</b>