



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/Wild Rivers Community Foundation, the proceeds of which further local community and international projects. By 2018 year-end, over \$600,000 in grant applications have been supported. 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 should be submitted by:

1. A nonprofit organization with tax exempt status under Section 501(c)3 of the Internal Revenue Code,
2. A public benefit organizations (public schools, government agencies, Tribal Governments), or
3. A community group with a qualified fiscal sponsor who meets 1 or 2 above.

The grant submission deadline is **September 30**. Grant amounts and number of awards vary. Only grants submitted this year will be considered. Announcements of awardees are made by January.

The Rotary Club of Eureka is looking to fund significant projects which benefit the greater Eureka community. International projects are considered providing a non-USA Rotary Club is involved. Although the club is not bound by Rotary International, they work broadly in literacy and education, economic development, healthcare, water and sanitation and conflict resolution.

Grants are not awarded for travel, operational costs and salaries, routine facility maintenance or projects in progress. The committee considers the project's benefit to the community and number of people served. The fund will consider projects with no other means of funding and projects which may need other sources of funding to complete a project, providing that there is sufficient funding to complete the project. The Rotary expects that any physical items funded will not be used to generate direct income in the form of user fees or charges for the organization.



Grantees will be expected to participate in promoting these grants by attending a Rotary meeting, completing follow up reports and 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.

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 September 30, 2021 (or first business day thereafter)

Applications should be sent to 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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Program Officer: _____	<i>HAF Office Staff use only</i> 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
TOTALS:	\$400.00	\$150.00	\$500.00		\$1,050.00