

# **BROOMFIELD ROTARY CHARITABLE FOUNDATION**

## **HOW TO APPLY FOR A GRANT**

### **Introduction.**

Broomfield Rotary Charitable Foundation (BRCF) is a Colorado not-for-profit corporation. BRCF's charitable purposes are to provide and promote community service, humanitarian service, assistance to the poor and underprivileged, education, health and intergenerational understanding in and around Broomfield, Colorado, as well as internationally, and to build goodwill and peace internationally. All BRCF grants must further at least one of those purposes. In making general charitable grants, BRCF will give preference to organizations that are themselves tax exempt under §501(c)(3) of the Internal Revenue Code. However general grant applications from non-exempt charitable causes will be considered as well.

BRCF also administers a Police and Fire Fund, to benefit the families of police officers or fire fighters serving Broomfield, Colorado and surrounding communities, who are seriously injured or killed in the line of duty, and who or whose families suffer financial hardship as a result of the injury or death. These instructions do not apply to applications for grants from the Police and Fire Fund. Applications for Police and Fire Fund grants should be made to BRCF through the Broomfield Police Department or the North Metro Fire Rescue District, as applicable.

### **Instructions for General Grant Applications.**

To apply for a general grant from the BRCF, please do each of the following:

1. BRCF Grant Guidelines. Please download and review the BRCF Grant Guidelines before applying for a BRCF grant. The guidelines provide very general descriptions of some of BRCF's criteria in considering general grant applications.
2. BRCF Grant Terms and Conditions. If you are awarded a grant from BRCF, BRCF will fill out the first page of the BRCF Grant Specifications, Terms and Conditions (Terms and Conditions). Then you and BRCF will be required to sign the Terms and Conditions, as filled out, indicating your agreement to abide by the Terms and Conditions applicable to your grant. Please review the Terms and Conditions carefully before applying to BRCF for a grant. If you object to any of BRCF's Terms and Conditions, you may so indicate in your grant application. However, any objection will be considered by BRCF in evaluating your grant application, and may adversely affect the probability that you will receive a grant.
3. BRCF Applicant Information Form. If you have not previously applied for a grant from BRCF, please download and fill out the BRCF Applicant Information Form. In addition, provide all attachments and other required information as instructed in the form. If you have previously applied to BRCF for a grant, update the BRCF Applicant Information Form and attachments to insure that the information you have provided to BRCF is as current and complete as possible. It is preferred that the applications be typed.

4. Grant Application Form. Download and fill out as completely as reasonably possible, the BRCF Grant Application Form. Some of the questions asked may not apply to your situation. If that is the case, so indicate or if appropriate, indicate why you do not have an answer to any particular question. Otherwise, please fill out the form as completely as you can and add any attachments that may be required or useful to BRCF in considering your grant application.

5. Submit Your Grant Application. Once you have completed your grant application, you may submit your written application to either of the following:

Pete Snyder  
Email: [peterbsnyder@yahoo.com](mailto:peterbsnyder@yahoo.com)

Grant Committee  
Broomfield Rotary Charitable Foundation  
PO Box 332  
Broomfield, CO 80038-0337

You may call or email the above person with any questions you may have as to your grant application. PDF images of your forms and information may be submitted in lieu of original writings.

#### **Decisions and Provision of Grants.**

6. Consideration of Grant Application. Currently grant requests are reviewed monthly. BRCF will first review your application to determine whether it is complete, or whether BRCF requires additional written information. If you have not heard from BRCF within 30 days of your submission of a grant application, please contact either of the above person to inquire as to the status of your application. In most cases, BRCF will request that applicants appear before the Board of Directors of BRCF to submit to one or more interviews in order to assist BRCF in evaluating the grant application. If BRCF requires one or more interviews, BRCF will make arrangements with you at a mutually acceptable time and place.

7. Grant Decision. ALL DECISIONS TO GRANT, PARTIALLY GRANT OR DENY GRANT APPLICATIONS ARE SUBJECT TO THE DISCRETION OF THE BOARD OF DIRECTORS OF BRCF. BRCF OFFERS ABSOLUTELY NO GUARANTY OR ASSURANCE THAT ANY PARTICULAR GRANT APPLICATION WILL BE FUNDED OR EVEN PARTIALLY FUNDED. If within 30 days after an interview, BRCF has not informed you of a decision concerning your grant application, please contact one of the persons listed above to inquire as to the status of your grant application. BRCF will inform you in writing of its decision concerning your grant application. If the decision is to fund or partially fund your application, BRCF will fill out the Terms and Conditions specific to your situation, and submit the Terms and Conditions to you for execution and return to BRCF. After you return to BRCF, the Terms and Conditions signed, BRCF will make mutually acceptable arrangements with you for funding or partial funding of your grant application, and for any post-funding verification or reporting required pursuant to the Terms and Conditions of your grant.