



**Bartlesville Rotary Club Foundation  
FY2024 Grant Application Form**

(Only Washington County, Oklahoma 501(c)(3) organizations may apply)  
Projects must begin after October 17, 2023 and be completed by June 30, 2024  
\*\*\*PLEASE ANSWER ALL QUESTIONS\*\*\*

Name of Organization Making the Request: \_\_\_\_\_

Project Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Dollar Amount Requested up to \$1,000: \$ \_\_\_\_\_

Total Cost of the Project: \$ \_\_\_\_\_

\*\*\*PLEASE INCLUDE A COMPLETE PROJECT BUDGET\*\*\*

Beginning Date of the Project: \_\_\_\_\_

End Date of the Project: \_\_\_\_\_

Number of people you expect to serve: \_\_\_\_\_

Number of volunteers involved: \_\_\_\_\_

(On a separate sheet of paper please tell us the demographics of the people you will serve)

What category will this project benefit (choose one or more):

\_\_\_ The Community

\_\_\_ Youth

\_\_\_ Education

What is the objective/purpose of the project and how does it align with your mission (please provide additional pages if needed)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe and specify the projected outcomes of the project (please provide additional pages if needed)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How specifically will you evaluate the success of the project (please provide additional pages if needed)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If approved, in return for a grant to your project, the Bartlesville Rotary Club Foundation requests that you place the Bartlesville Rotary Club Logo (attached with check) in a prominent location that is equal to the donation level in your solicitation literature. This includes any digital, printed or audio publicity materials or on-site announcements. This may include but not be limited to posters, flyers, banners, billboards, print, radio, social media, e-blast, website advertisements, on-site announcements, etc. At the conclusion of your project, and no later than June 30, 2024, please submit the attached Post Grant Report. Please send the above information to [geohalk@gmail.com](mailto:geohalk@gmail.com) with the subject line: "2023-2024 Rotary Post Grant Report." Those not submitting the report by June 30, 2024 will not be eligible for future funding.



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Specifically identify other sources of funding if the total cost of the project is over \$1,000.

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Collaboration is highly encouraged. If a collaborating organization is involved, who is it and what is their role?

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The visibility of the Bartlesville Rotary Club and/or Rotary International brand on publicity materials is a major consideration for funding. How will you promote/market the Rotary Brand in exchange for our Grant? Please check the appropriate boxes:

Please be specific what type of publicity is being used to promote the specific project for which funding is sought and on which the Bartlesville Rotary Club will be seen or mentioned as a donor at the associated funding level:

\_\_\_ Posters or Flyers, Anticipated Number distributed: \_\_\_

\_\_\_ On-Site Banners, Anticipated Number on site \_\_\_

\_\_\_ Billboards, Anticipated Number of Billboards \_\_\_

\_\_\_ Direct mail, \_\_\_ Email Blasts, Anticipated Number mailed/mailed \_\_\_

\_\_\_ Newsletters, Anticipated Number Distributed: \_\_\_

\_\_\_ On-site mentions/announcements, Anticipated Number of announcements \_\_\_

\_\_\_ Social Media Posts, \_\_\_ Website. Please specify which social media sites and # of posts on each:

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\_\_\_ Radio/Community Connection: please be specific about what type and number: PSAs or Advertising:

\_\_\_ Other, Please specify: \_\_\_\_\_

(Please be sure to capture examples of each form of publicity you use for your Post Grant Report)

Up to 5 extra points are given to organizations with Bartlesville Rotary Club Member involvement. Please provide a list of your Board of Directors, Committee Chairs, and Staff. Bartlesville Rotary Club (Noon Club) will determine who among those listed are Bartlesville Rotary Club Members (Noon Club) within your organization.

**APPLICATIONS ARE DUE BY 6:00pm ON FRIDAY, OCTOBER 6, 2023**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

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**GRANT APPLICATION GUIDELINES**

The following guidelines are to provide general direction in evaluating a funding request for consideration by the Bartlesville Rotary Club. Grants may be requested up to \$1,000.

**FY2024 Grant Cycle: Due Date: 6:00pm, Friday, October 6, 2023. Grant Awards: Tuesday, October 17, 2023**

1. The funding request must include a completed Bartlesville Rotary Club Foundation Grant Application Form and must be from an official non-profit 501(c)(3) charitable organization that is certified under IRS regulations, such as a church, school, college, government entity, or foundation in Washington County, Oklahoma. Applications must be received by the due date.
2. Projects must take place after the Award Date. Grant Awards are not retroactive. One Grant per Organization.
3. High priority will be given to a charitable organization in which Rotarians from the Noon Club are volunteering, on staff, and/or donating funds to the applying organization.
4. Bartlesville Rotary Club highly encourages collaboration with other organizations, if warranted.
5. The number of persons and their demographics projected to benefit from the funding will be given high consideration. The project scope and budget should align with the number of people served.
6. The funding application must address a specific project of the requesting organization. Requests for donations to a general fund, overall on-going programs, capital building campaign, fundraising events, unspecified use, or general operating expenses will not be considered. (If you have questions, please contact Danny Manning at [daniel.manning@sambcpas.com](mailto:daniel.manning@sambcpas.com) or Chris Wilson at [cmtwx123@mac.com](mailto:cmtwx123@mac.com))
7. High marks will be given to organizations that can articulate their mission, project objective/purpose, projected outcomes, and evaluation criteria that is used to determine the level of success achieved and how the evaluation will be used.
8. If the total project is over \$1,000, the specific identity of matching funds and/or other corporate, foundation, or individual donations and grants received by the requesting organization or third parties for the project shall be a strong positive factor.
9. The visibility of the Bartlesville Rotary Club and/or Rotary International brand on publicity materials is a major consideration for funding. How the Rotary Brand will be clearly identified as the sponsor must be articulated.
10. Preference shall be given to applications from community and civic organizations with local volunteers. In general, grants shall not be made to support large national organizations that have professional fundraising and promotion/marketing staffs that engage in annual fund drives.
11. Each project that is funded is generally one-time. A recipient of previous funding from the Bartlesville Rotary Club does not assure receipt of support each year.
12. A representative from an organization that is awarded may be invited to make a presentation to the Bartlesville Rotary Club about their project and their organization.

**Submit Sponsorship Applications (email preferred) to:**

**BARTLESVILLE ROTARY CLUB**

Email: [geohalk@gmail.com](mailto:geohalk@gmail.com)

P.O. Box 881

Bartlesville, OK 74005

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**Rotary Post Grant Report**

**Please submit at the conclusion of the Grant Project but not later than June 30, 2024**

**If the report is not submitted by June 30, 2024,**

**your organization will be disqualified from receiving any Rotary Grants in the following year.**

- (1) Provide a brief narrative of not more than one page in not more than 12pt in Word or PDF of the project description, projected outcomes, results, and evaluation of the project that was supported by Bartlesville Rotary Club.**
- (2) Please indicate the number of persons served and how that number was determined.**
- (3) Please provide two examples of the volunteer roles associated with your project.**
- (4) Please let us know if there were any other collaborating organizations that participated in your project.**
- (5) Please attach at least four (4) digital photos of the actual project (JPEG or PDF).**
- (6) Attach photos of type of publicity materials distributed with the Bartlesville Rotary Club Logo that your organization showed in the application (example: photo of a Billboard, and/or an advertisement, and/or brochures or event programs distributed, and/or a screenshot of a website post, and/or a screenshot of an E-Blast, and/or screenshots of all social media posts with the name or logo of the Bartlesville Rotary Club, etc., etc.)**

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**Bartlesville Rotary Club Foundation Grant Application  
FY2024 Scoring Matrix**

**Organization:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Category:**   \_\_\_ The Community                   \_\_\_ Youth                   \_\_\_ Education

**Overall Impression:** Does it have a strong local presence? Does this project appear well-conceived and appropriate? Does the organization appear prepared to carry out the project?

**Rank:**           5                   4                   3                   2                   1                   0                   \_\_\_\_\_

**Budget:** Does the proposal include a detailed and reasonable line-item budget of revenue and expenses?

**Rank:**           5                   4                   3                   2                   1                   0                   \_\_\_\_\_

**Number Served:** Is the number served in a project benefiting youth, education, and/or the community by this request consistent with the amount being sought? If for specific small group, are the outcomes consistent with the amount of funding requested?

**Rank:**           5                   4                   3                   2                   1                   0                   \_\_\_\_\_

**Objective/Purpose of the Project:** Is the request well-narrated and clear in its intentions? Does the request appear to be the result of a thoughtful process to address a clear need or desired outcome? Does it align with their mission?

**Rank:**           5                   4                   3                   2                   1                   0                   \_\_\_\_\_

**Outcomes:** Do the outcomes seem feasible and achievable? Will outcomes have an impact on the success of the project and its overall organization? Will the outcomes enhance the youth, education, and/or the community being served? Do the outcomes seem proportional to the overall project?

**Rank:**           5                   4                   3                   2                   1                   0                   \_\_\_\_\_

**Evaluation:** Has the organization created evaluations that will prove the outcomes have been achieved? Are the measurements for the outcomes well-conceived and applicable to the project?

**Rank:**           5                   4                   3                   2                   1                   0                   \_\_\_\_\_

**Publicity for Rotary:** Has the applicant provided enough media to justify the amount of the grant application? Has the publicity been clearly articulated? Example: Number of logo posts in Social Media, Poster with Logo posted and the # of locations, etc.

**Rank:**           5                   4                   3                   2                   1                   0                   \_\_\_\_\_

**Other Sources of Funding:** Have other sources of funding been adequately leveraged with Rotary funding?

**Rank:**           5                   4                   3                   2                   1                   0                   \_\_\_\_\_

**Rotary Participation:** The application receives 0 points for no Rotary involvement, 3 points for one Rotary member involvement, and 1 point more for every member above one up to a max of 5 points.

**Rank:**           5                   4                   3                   2                   1                   0                   \_\_\_\_\_

**Total Score:** \_\_\_\_\_

**Possible 45 Points**

**Scoring:**   5 – Exceptional   4 – Very Good   3 – Satisfactory   2 – Marginal   1 – Poor   0 – Did not include