



THE ROTARY CLUB *of HAGERSTOWN, MARYLAND*

POST OFFICE BOX 45
HAGERSTOWN, MD 21741-0045

DISTRICT 7350, CHARTER NO. 165
FOUNDED – JANUARY 14, 1915

The Rotary Club of Hagerstown Charitable Foundation, Inc. (“Corporation”)

Timeline for the Foundation Year 2023-2024

- 1. At a Regular Meeting of the Rotary Club in September (the third Wednesday is the target), hold the Foundation Annual Meeting prior to the speaker portion of the Regular Meeting. Take 5-10 minutes depending upon agenda and questions. Less time is better.**
- 2. In January, approve the grant application letter and grant application form and deadline. The third Wednesday in January is the target. If the only changes are date updates, no meeting is needed. Email is fine if feedback on changes is appropriate.**
- 3. The weekday closest to April 15 is the application deadline. The current deadline is April 16, 2024. This is a firm date. The grant documents make it very clear that only capital improvements qualify for grants. Arrange for the letter and form to be posted on the club website linked to the description of the club charitable foundation page. A press release can be sent to local media if desired. We have not paid for ads to call for applications in the past. Our philosophy is that funds raised should be directed to grant awards. The location of the grant applications is announced and in the weekly notice to club members every week until the deadline set for the year.**
- 4. The Grant Application Rotary Foundation Directors Meeting is held at least a week after the grant application deadline. This year it will be on Tuesday, April 23, 2024. The Treasurer’s attendance at this meeting is very important. A spreadsheet is kept by the Foundation Treasurer tracking the contacts to be made by the various Foundation Directors. The Foundation Director can be the same person to make contact year to year. If the Foundation Director is on the board of the applicant 501 c 3 organization, a different Foundation Director will make contact to avoid conflict of interest in the award review process. The Foundation Director calls or visits the assigned organization for details regarding the goals of the capital improvement requested in the grant application. The Foundation Treasurer allocates an equal amount to each Foundation Director for the initial screening.**
- 5. Several weeks later, the Foundation Directors Grant Review Meeting is held to make grant recommendations, make trades among them as agreeable to all present, and vote to approve the grants. This year the meeting date is May 7, 2024. Requests up to \$1,500 are automatically approved unless there is a question about eligibility or financial stability of the 501c3 organization. Applications are retained by the Foundation Treasurer for a year.**
- 6. By May 29, 2024, the Foundation Secretary sends email to each awardee organization and if needed, email stating why a grant could not be made. The Foundation President and Foundation Treasurer should have copies of these emails to facilitate tracking any organizations in danger of not turning in their end of year report and spending documentation of the grant. Each organization is asked for the name of the person who will attend the awards luncheon where the checks will be distributed.**

7. The Rotary Foundation Grant Awards Luncheon is held the third Wednesday in June at the American Legion at 405 Northern Avenue in Hagerstown, MD. This year the date is June 19, 2024. The attending representative of each organization should be ready to briefly state what the grant will be used for in the context of the organization's mission. Four or five people will be called upon one at a time to provide interest during the presentation of the checks. Be sure a Foundation Director contacts the restaurant with the number of guests at least a week before the event. Food is ordered the Thursday before an event.
8. After the awards are made, if an organization has a timeline issue, prompt email needs to be sent to the Foundation President who forwards the information to the Foundation Directors for an e-vote or awareness of the situation if no vote is needed. Examples could be overlapping grants, an unexpected donation that covered the grant item and a related request to make a similar but different capital expenditure, a permit issue or similar event not known at the time of grant application.

Updated 05/09/2024 EGM