



Sertoma International
Community Service Matching Grant Program
2006-2007 Deadline: January 31, 2007

Guidelines

Program

The community service matching grant program was developed to help clubs complete sponsorship projects that may be above and beyond their normal capabilities.

Amount that may be requested

Grants may be requested for up to \$5,000. The total dollar amount allowable is based upon the amount the club is able to raise for this project. The club may apply for \$1 of grant money for every \$2 raised by the club, i.e., a \$5,000 grant requires the club to raise \$10,000. The total amount allowed is based upon the club's membership in the Sertoma Foundation.

Grant Requirements

All of the following requirements must be completed for the grant to be submitted to the judging committee.

1. Foundation Membership.

Each Sertoma club applying for funds from the Community Service Matching Grant program must be at minimum a club member in the Sertoma Foundation. This membership must be paid prior to or with the grant application. The following chart determines the amount that may be requested based upon the club's membership level. Multiple clubs applying for one matching grant must all have the minimum required membership for the level of amount requested.

| Amount Requested | Foundation Membership Required |
|------------------|--|
| Up to \$1,250 | \$175 Club Membership. |
| Up to \$2,500 | \$175 Club Membership plus 35% of the club's members must have individual membership in the Foundation. |
| Up to \$3,750 | \$175 Club Membership plus 50% of the club's members must have individual membership in the Foundation. |
| Up to \$5,000 | \$175 Club Membership plus 100% of the club's members must have individual membership in the Foundation. |

2. Application

- The most current application must be used. This application may be received from Sertoma Headquarters or found on the Sertoma Web site at www.sertoma.org. The application on the Web site is a fill-able, then printable form.
- All applications must be typewritten.
- Altering the application is not allowed. All answers must fit in the space provided.
- Attachments, except the proof of non-profit, will be discarded.

3. Recipient proof of non-profit status

- All recipients are required to be 501(c)(3) charitable organizations or approved public entity. The club must submit the recipient's determination letter for proof of non-profit status.
- In the case of school districts, city departments and some hospitals a letter from the organization stating that they are a governmental supported agency will suffice.

4. Blinded Copies
 - All clubs must submit five (5) blinded copies of pages 5 and 6 with the original grant application.
 - Copies must all have any club, recipient, geographical and signature information blinded.
5. Signatures
 - The club representative and the recipient representative must sign the application.
 - Signatures are not to be included in the blinded copies.
6. Club Resolution
 - Grants being applied for by multiple clubs must sign and submit page 7 of the application.
 - Applications by single clubs are not required to fill out page 7.
7. Affiliation Fees
 - Recipients who are part of the Sertoma Foundation Affiliate program must have their affiliation fee paid prior to submittal of the grant.
 - Recipients who wish to be added to this program prior to the grant must submit all paperwork and fee prior to or upon submittal of the matching grant application.
8. Deadlines
 - The matching grant application and all requirements are due to Sertoma International by January 31, 2007. If the deadline falls on a weekend or holiday the applications are due the following Monday.
 - Applications may not be faxed or e-mailed.
 - Send all information to
 - Sertoma International
 - Attn: Matching Grant Program
 - 1912 E. Meyer Boulevard
 - Kansas City, MO 64132

Evaluation Process

1. Scoring

Each volunteer Sertoma judge awards each application with a point score. Staff scores the applications based only upon the completeness of the application. The volunteer Sertoma judges do all scoring related to the projects. All points from staff and judges are then added together to determine the grant's total points. The total points determine the maximum level of funding the grant may receive. The maximum number of points available is 1240.

| Total points awarded | Maximum funding level |
|----------------------|-----------------------|
| 900+ | 100% |
| 750-899 | 51% - 75% |
| 600-749 | No more than 50% |

2. Evaluation Criteria – Used by volunteer Sertoma judges

- Strong recipient/Club relationship, i.e., members on board, years of service to recipient
- Program innovation/new program for community
- Number of people served by the project
- Community impact
- Cost effectiveness (cost versus number of people served)
- Sertoma recognition and publicity
- Ability for the club to fund a continuing project without the assistance of Sertoma International.

3. Historically suitable projects

The following list is projects that have received funding in the past:

- Computer software/equipment to serve people's needs.
- Videotapes for people with speech/hearing difficulties.
- Park, playground or athletic field development.
- School equipment.
- Free medical clinic.
- Fire equipment.
- Parent support groups/video library.
- Speech/hearing screening programs.
- Drug prevention programs.
- National heritage programs.

4. Historically unsuitable projects

The following list is projects that typically have not been funded:

- Endowment Funds.
- Projects completed prior to the grant deadline.
- Projects that support administrative salaries/expenses, facility operational costs or fund raising expenses. Salaries for certified professionals working directly with the recipient will be accepted.
- Projects for professionals to attend seminars and conventions.
- Projects on behalf of for-profit entities.
- Projects used for fundraising.
- Cash donations to charities.
- Banquet meals or parties, decorations, programs, advertising, printing costs and gifts.

5. Notification of approval or denial

- The club will be notified, via the contact person on the grant application, of the Board's decision within ten working days of the Winter Board meeting.
- Letter sent regarding approval of a grant explains how the club is to claim the matching grant funds.
- Any additional requirements assessed by the judging committee for the grant to be awarded will be listed in the letter.

6. Further information

- Staff can review all grants for completeness, not merit of the project, via fax or e-mail up to 10 days prior to the grant deadline.
- Any grants received within two (2) business days of the grant deadline may not be able to be notified of any missing items in the application.
- Sertoma International Board of Directors may:
 - Modify the guidelines and funding priorities without prior notification to Sertoma Clubs
 - Award grants for the full amount requested or a portion thereof.
 - Reallocate all or part of the funds budgeted for the Community Service Matching Grant program.
- Any questions regarding the program or your application please contact:
 Sertoma International
 1912 E. Meyer Blvd.
 Kansas City, MO 64132
 816-333-8300
 800-593-5646
 816-333-4320 (Fax for review by staff only)
 Email: infosertoma@sertoma.org



Sertoma International
Community Service Matching Grant
2006-2007

Application

All guidelines must be followed when completing this application. Incomplete applications will not be considered for judging.

Date _____ Amount Requested \$ _____

Sertoma Club (Applicant): _____

Sertoma Club Number _____ Region _____

Grant Contact – Sertoma Club representative

Name _____

Address _____

Daytime Phone _____ E-mail _____

Project recipient

Organization Name _____

Director's Name _____

Address _____

Daytime Phone _____ E-mail _____

Is the recipient a part of the Sertoma Foundation Affiliate program? Yes No

Has the total project been fully funded and paid for by the club? Yes No

Submittal Check List

- Original application of pages 4, 5,6 and 7 (if required)
- Original Signed
- Proof of recipient non-profit status
- Five (5) blinded copies of pages 5 and 6
- Foundation Membership paid at proper level
- Affiliate fee paid (if required)

Community Impact

Use this space to tell how this project will impact the club's community. Include how it meets a community's need, the number of people helped annually and the life expectancy of the program.

Signatures

Signature of Club Representative

Signature of Recipient Director

Note: If the grant is approved, the club will have six months to complete fundraising for the project. One, six-month extension may be granted. All checks will be made payable to the recipient organization.

Reminder: All applications and required materials are due to Sertoma International by the deadline date. Postmark dates will not be accepted.

Club Resolution

(Use this page only if more than one club is applying for one grant.)

Each club in a multi-club grant application must pass a Club Resolution in support of the grant. Please photocopy this form as needed and attach all Club Resolutions to the completed application. Each club in a multi-club grant application must have the minimum level of Sertoma Foundation membership based upon the requested amount.

Whereas, the Board of Directors of the _____ Sertoma Club has reviewed the attached application and the project it supports, and

Whereas, we believe in the project and believe it will benefit the people it is planned to help,

Therefore, be it resolved that the Board of Directors of the _____ Sertoma Club pledges the Club's support to the fundraising effort necessary for this project.

And further be it resolved, this Board authorized this resolution be attached to the grant application and a copy be entered in the minutes for this meeting of the Board of Directors of the _____ Sertoma Club this _____ day of _____ 20____.

Signature of Club President



Sertoma International
Community Service Matching Grants Program

Judging Worksheet

Grant # _____ Club Age _____ Club Membership _____

Grant Award History

Amount Requested \$ _____

Is the club in good financial standing with Sertoma International? Yes No

Staff Comments

1. Life Expectancy of program/equipment (1-25 pts.) _____pts.
2. Community/Club support (1-25 pts.) _____pts.
3. Community Need for project (1-25 pts.) _____pts
4. Number of people served during project life (1-25 pts.) _____pts
5. Cost effectiveness-\$ per capita (1-25 pts.) _____pts
6. Clearly defined project (1-25 pts.) _____pts
7. Sertoma Recognition (1-25 pts) _____pts
8. Quality of Project (1-25 pts.) _____pts

Total Points _____pts

Comments:



Sertoma International
Community Service Matching Grants Program

Staff Worksheet

Grant # _____

- 1) Type of Project
New service/Program development (50 pts.) _____ Points
Support of continuing services (20 pts.) _____ Points
 - 2) Project Recipient
Affiliate (50 pts.) _____ Points
Club Sponsorship (30 pts.) _____ Points
 - 3) Recipient Relationship (40 pts. Maximum)
Facility Member(s) in Club (15 pts.) _____ Points
Club Member(s) on Facility Board (15 pts.) _____ Points
Other indication of strong relationship (10 pts.) _____ Points
 - 4) Number of people served annually
More than 100 (40 pts.) _____ Points
51-99 (30 pts.) _____ Points
11-50 (20 pts.) _____ Points
1-10 (10 pts.) _____ Points
 - 5) Itemized Budget (10 pts.) _____ Points
 - 6) Hearing and Speech Related Project (50 points) _____ Points
- Total Points _____ Points

Comments: