



**NOTICE OF FUNDING AVAILABILITY
AND REQUEST FOR GRANT PROPOSALS**

**Menlo Rotary Community Foundation
2026 Community Grants Program**

APPLICATION DEADLINE: MONDAY, March 2, 2026, 5:00PM PST

The Menlo Rotary Community Foundation (formerly the Rotary Club of Menlo Park Foundation), a charitable nonprofit organization in partnership with the Rotary Club of Menlo Park, now seeks grant proposals from community-based organizations to support projects that address designated areas of need.

Purpose and Goals

The 2026 Community Grants Program is intended to meet the following goals:

- Provide grants to organizations that support the needs of our local communities in one or more of the areas of this year's funding focus:

Support for Adults or Youths in the areas of Food insecurity, Homelessness and/or Education

- Provide financial assistance to 501(c)(3) nonprofit organizations that propose specific projects to meet community needs in one or more of the above-designated areas
- Deliver these services in Menlo Park, East Palo Alto and/or adjacent communities
- Raise awareness of the ongoing services the Rotary Club of Menlo Park (RCMP) and Menlo Rotary Community Foundation (MRCF) provide to local communities

Instructions

1. Grant awards are typically in the range of \$3,000-5,000 per award. Grant applications up to \$10,000 will be considered.
2. The application form is attached to this notice and is available at menloparkrotary.org.
3. The application form must be fully completed, with no sections left blank or only partially filled.
4. The completed application form must be no longer than three (3) pages in total length, excluding supporting documents noted below.
5. Applicants must attach copies of their organization's most recent:
 - a. Annual report
 - a. Financial statement
 - a. IRS letter granting the organization tax-exempt 501(c)(3) status
2. Please do not attach any other documents or materials except those outlined above. Extraneous materials will be discarded without review.
3. Applications and supporting documents must be submitted electronically in PDF, Google Docs or Microsoft Word format.
4. Deadline for application: Monday, March 2, 2026 by 5:00 p.m. PST
5. Email completed application packets to mprotarygifts@gmail.com with "2026 Application for Funding" in the subject line.

Additional Information:

- Grant award decisions will be announced on or about March 20, 2026.
- Grant recipients are highly encouraged to attend the Rotary Club lunch on Wednesday, April 8, 2026, at noon for our in-person award ceremony. Details will be sent out prior to the lunch.
- If your organization previously received grant funds from Menlo Park Rotary, a Funding Follow-Up Form is required prior to applying for 2026 funding. For more information, contact mprotarygifts@gmail.com.
- Grant recipients will be required to submit a [2026 Funding Follow-Up Form](#) by February 1, 2027.

Organization Name:
Name of person completing application:
Contact information (Address, email, and phone):
Grant amount requested (see application instructions):
If only partial funding is granted, state how would that impact the success of the project:
Organization description (include mission, number of years in existence, communities served, number of staff, and 501(c)(3) status).

Specific compelling need in the community related to: serving seniors or youths in the areas of food insecurity, arts and culture and/or education, and how the proposed project is designed to meet that need. Quantify need if possible.

Proposed project outcomes:

Specific project budget and how Rotary grant funding would be spent within the overall budget:

Timeline of project:

Means by which your organization will acknowledge funding from Rotary Club of Menlo Park:
Any members of your organization who are Rotarians (specify club):
Previous funds donated by RCMP (specify amounts and dates awarded):

Supporting documents enclosed:

- Annual report
- Financial statement
- IRS letter granting the organization tax-exempt 501(c)(3) status