

Phoenix Rotary 100
501 E. Osborn Road, Phoenix, Arizona 85012
Phone: 602-604-8221 Fax: 602-604-8650

PROJECT REQUEST FORM

(2010)

This form should be accompanied by a thorough letter of explanation.

Date of application: _____

Sponsoring Committee: _____

Individual sponsor: _____ Telephone: _____

Rotary co-sponsors? _____

Project Name/
Recipient Organization: _____ Website: _____

Exempt under I.R.C. Sec. 501(c)3? Yes: No Funds Requested: \$ _____

Funds would be payable to: _____ Telephone: _____

Project Purpose: _____

Populations served: (homeless, youth, aging, families, etc.): _____ Date Funds Needed: _____

Services provided: (shelter, meals, healthcare, crisis mgmt., etc.) _____

Does this relate to a proposed Club service project? Yes: No

If yes, elaborate: _____

Ways Club members can become involved? _____

Which of the following best describes how these funds will be used?

- Development of new program Expansion of existing program Refurbishment of facility
- Equipment or furniture for program or facility Operating funds for new program or facility
- Operating funds for existing program or facility Renewal of Rotary sponsorship
- Other: _____

Why do you feel the Club should fund this project? _____

If Recipient has a Newsletter, please attach copy.

Does Recipient recognize donors in Newsletter or on Website? Yes: No

Date request received in office: _____ Date reviewed: _____

Note: Applications must be submitted no later than October 1, 2010

Guidelines for the Projects Funding Committee

(revised 6/30/10)

1. Purpose: The Projects Funding Committee shall receive and screen requests for grants and/or nominations for charitable gifts to be made by the Phoenix Rotary Charities each year and make recommendations to the Club Board of Directors.

2. Membership: The Projects Funding Committee shall consist of those past Presidents of the Club who desire to serve and up to three other members, from either the Club Board or the Charities Board, as may be appointed by the President of the Club. The President-elect and the immediate past President shall co-chair the Committee.

3. Procedure: In June of the previous Rotary year, the co-chairs shall give notice to all members of the Club that the Projects Funding Committee will receive and consider proposals for grants and nominations for charitable gifts for the next Club year and that any member desiring to submit the same should do so on a form approved by the Projects Funding Committee and furnished by the Rotary Office. Proposals and recommendations may come from any member and all members are encouraged to submit proposals and recommendations for grants and gifts to worthy causes.

The deadline for receiving such nominations or proposals shall be a date set by the co-chair but not later than the last Friday of September, by the end of the Club meeting. The amount of funds with which the Projects Funding Committee has to work shall be determined by the President and Treasurer of the Club from available resources of the Rotary Charities of Phoenix.

Typically, the funds raised for charitable purposes in the previous Club year shall be subject to expenditure in the current Club year. The amount to be allocated by this process will be calculated by beginning with the general fund balance on the books of Rotary Charities on July 1 of the current club year, subtracting carry-over commitments from the prior year (if any), subtracting appropriate amounts for on-going commitments such as: GSE Team expenses, Heroism Awards, Interact, Rebuilding Together, Rotaract, RYLA, Speech Contest, Spirit of Rotary, Student Rotarians, YMYW of the Year and Youth Exchange, and subtracting an amount of \$10,000 unless a different amount is determined by the Charities Board, which shall be allocated to the current Club President to be disbursed at his or her discretion.

4. The proposals and recommendations shall be screened by the Projects Funding Committee. The Projects Funding Committee makes recommendations to the Club Board of Directors, which in turn makes recommendations to the Rotary Charities Board of Directors for the final funding decision.

5. Guidelines for Use by the Projects Funding Committee in Making its Recommendations to the Board of Directors:

(a) In general, only entities that are qualified Section 501(c)3 charitable entities or are tax deductible will be considered. Each recipient of a grant or gift will be required to acknowledge receipt and report to the Club what the gift was used for. Proposals or recommendations may be for the support of any good cause which

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should be broadly interpreted and not restricted to a particular cause or project so long as it is generally considered civic, charitable or worthy.

(b) Projects involving youth or young people are to be favored, but not to the exclusion of other worthwhile projects.

(c) Grants of “seed money” to start-up projects for a worthwhile new project under way will be considered, provided it can be convincingly shown that the project has staying power and will be successful.

(d) Favorable consideration should be given to hands-on projects that require the participation of Rotarians in person as well as money.

(e) International projects which show visible results and qualify for Rotary matched grants shall be favored. Every effort shall be made to fund international projects along with local projects.

(f) Projects providing funds to meet operational expenses are not to be favored.

(g) Projects requiring funding for more than one year are to be considered with caution because to do so, would to that extent bind future boards. However, consideration should be given to supporting causes supported by past boards such as projects to benefit youth, but this must be balanced against routinely giving grants year after year to the same organization.

(h) In addition to youth and human welfare projects, projects supporting the arts, humanities, culture and historical preservation of American ideals may be considered.

(i) Projects to provide funds to further some particular political or religious goal or policy should be viewed with great caution, although supporting non-political and secular good deeds is permissible even though sponsored by a religious or political organization.

(J) Projects from outside organizations which do not have a sponsor who is a member of the Club shall be forwarded to the Community Service Committee, or other committee designated by the Past Presidents, for review and recommendation. If the project is deemed worthy of further consideration, the Community Service Committee may serve as sponsor of the project or may assign as a sponsor a willing Club member. If the Community Service Committee’s or other committee’s conclusion is that the Club should not consider the project, an appropriate response should be sent to the requesting organization in a timely fashion.