**Rotary Club of Stafford**

 **Stafford Rotary Foundation**

**Service Project Procedure**

**Submitting a Grant Application to the Stafford Rotary Foundation**

1. All requests for support to The Stafford Rotary Foundation (SRF) must have a Stafford Rotary Club (SRC) Project Sponsor who is a member of the SRC.
2. The project sponsor must obtain a copy of the Service Project Grant Application and complete it in its entirety.
3. The completed Service Project Grant Application is then submitted by the Project Sponsor to the chair of the appropriate avenue of service: Vocational, Community, International, Youth.
4. The Avenue of Service Chair reviews the application and forwards it to the SRC Board of Directors with a positive or negative recommendation for review by the Board.
5. If the SRC Board approves the proposal, the application is forwarded to the Board of Trustees of the SRF for review and final funding decision.