UNIVERSITY DISTRICT ROTARY CLUB (UDRC)

**2023-2024 APPLICATION FOR FUNDING**

Dear Grant Seeker,

Thank you for your interest in pursuing a Community Service project. We wish you success! Please read these directions carefully and completely. Then complete the attached application form in its entirety, including required signatures, and attach all necessary supplemental information as indicated below.

Our Community Service Committee (CSC) has taken steps to make our process and our voting more transparent and more clearly defined. The strongest Rotary proposals are ones that follow the guidelines below. Use the guidelines as a checklist when assessing your proposal, prior to submitting it. Ask another club member to review your proposal if you aren’t sure.

If you are thinking of a possible project and have questions, you can send a brief draft by **September 15th** so we can know what you are thinking and offer feedback. Let us know also if you are seeking guidance from a mentor. If you would like us to review your full proposal more formally and give feedback, please submit it by **September 29th**. Proposals that do not follow the guidelines have little chance of even being considered.

**DEADLINE:** Please submit your completed typed application electronicallyon or before **October 15, 2023.** Incomplete or late submissions will not be considered for funding. They will be returned to the sponsor. Submit the electronic copy of your application to Carol Butler (peabody087@gmail.com). No hard copy submissions will be accepted or reviewed.

Notes:

Donation to Both UDRC Service Fund and The Rotary Foundation Required: Club members are not eligible to sponsor projects in the 2023-2024 Rotary year unless they contributed to both the UDRC Service Fund and Rotary International’s Annual Fund during the 2022-2023 Rotary year.

District Grants: Projects with a total budget under $30,000 and asking for District 5030 Matching Grants of $2,000-$10,000 must be approved by the UDRC Community Service Committee, the Club Board, and the Service Fund Board, but will then need to meet the District’s deadline for project proposal submittals. See [www.5030grants.com](http://www.5030grants.com/) for information, dates due, and contacts.

**REQUIRED ATTACHMENTS:**

\*CSC Application for Funding including Itemized Budget and Project Funding Forms

\*CSC Itemized Budget Form – This lists the items and/or services that will be funded by the project. Attach pro forma invoices and/or price quotes from manufacturers, vendors and service providers.

\*CSC Project Funding Form – This provides the overall cost of the project as well as sources of funding and the amount each one will provide.

\* IRS Form 990

\* IRS Letter of Determination

**NOTE:** All required attachments should be bundled into a SINGLE document. Submission of multiple electronic documents except as noted for optional attachments might not be reviewed by committee members.

**OPTIONAL ATTACHMENTS:**

\*Extended project description (up to 2 pages)

\*Additional information on the need/problem

\*Background information on trusted partner(s) involved in project, including experience, references, etc.

\*Other useful supporting information on the proposed project

Multiple optional attachments can either be added in with the required attachment document or bundled into one other document.

**PROPOSAL EVALUATION CRITERIA:**

* Projects within the UDistrict and Northeast Seattle are a priority though projects that provide significant benefits elsewhere in Seattle are also eligible.
* Priority will be given to **sustainable** projects that **benefit large groups** and have a high potential for **local empowerment, capacity**-**building and community impact,** without displacing local capacity. Definition of “sustainability” from Rotary International (*Six Steps to Sustainability*): “For Rotary, sustainability means providing long-term solutions to community problems that community members themselves can support after the grant funding ends.”
* The proposal should include a financial commitment from the proposed partner 501c(3).
* Projects should **leverage club funds** if possible by involving other collaborators and funding sources.
* Projects should provide opportunities for **participation of Club** **members** (e.g., sponsoring, traveling, donating or taking items or funding for a project, or helping with a presentation).
* Priority will also be given to projects presented by University Rotary Club members (over projects presented by other clubs).
* If **Matching Grant** funds from Rotary District 5030 and/or The Rotary Foundation are to be sought, the University District Rotary project sponsor must confirm that the partner Rotary club: (1) has no matching grants currently outstanding; and (2) is currently up to date in reporting on all outstanding matching grant projects (check at contact.center@rotary.org).
* Projects requesting District matching grants of more than $5,000 Cfall within one or more of the areas of focus noted below.
* Projects that fall within Rotary **District 5030** are also given special consideration. These areas are:
* Providing clean water, sanitation, and hygiene
* Supporting education
* Fighting disease
* Saving mothers and children
* Growing local economies
* Promoting peace
* Protecting the environment

**OTHER IMPORTANT CONSIDERATIONS:**

* REPORTING REQUIREMENTS: Follow up by the sponsoring club member/s is required after the project is funded. A **final report upon completion of the project** must be turned in to the CSC

chair(s) and the Service Fund Board (refer to Service Fund Board Funding Policy and Guidelines dated August 5, 2021). This report must include an accounting of grant funds spent on the project and photos documenting project goal achievement. Project sponsors are expected to make a short presentation on the outcomes of their project to the entire club, as well as write a bulletin article about the project.

* Club member’s current project/s must meet reporting requirements before new project applications by the club member are considered.
* Grant award will only be made upon approval by: (1) CSC voting members, (2) UDRC President **and** (3) Service Board.
* No grant funds are to be spent or committed before full project approval by all above-named groups.
* As long as there is some University District Rotary participation in the project, projects that propose to pass donations from other Rotary Clubs, non-profits, individuals, etc., through the University District Rotary Club will be considered for acceptance on the same basis as projects requesting funding from the University District Rotary Club, as long as they meet all the deadlines and proposal evaluation criteria specified above. A University District Rotarian must also be responsible for meeting the reporting requirements.
* Projects approved for funding by the CSC on their merits may accept additional donations from Rotarians or other individuals or organizations that wish to support the project. A list and brief description of projects approved will be announced to all University District Rotarians within a month of such approval, with an invitation to contribute by a specified deadline for those who may wish to do so themselves or to find outside sources of funding.

 **2023-2024 COMMUNITY SERVICE PROJECT APPLICATION FOR FUNDING**

**PROJECT NAME & LOCATION**:

**NEED/PROBLEM**: *What community* ***need or problem*** *will be addressed through this project? (Provide a* ***brief description*** *here and attach up to 1 page of additional information if necessary.)*

**SHORT PROJECT DESCRIPTION**:

*What is the* ***purpose*** *of this project?*

***How*** *will it meet the needs of the community?*

***Who*** *are the* ***primary beneficiaries*** *of this project?*

***How many*** *individuals (approx.) will benefit?*  Est. \_\_\_\_\_\_\_\_\_\_\_\_ persons

*Provide a* ***brief project description*** *here, including anticipated project outcomes and specific elements. An extended description may be attached.*

**TIMING**: *What are the anticipated* ***start and end dates*** *for this project?*

*Start Date: End Date:*

**TOTAL PROJECT COST**: $

**FUNDS REQUESTED from** **UNIVERSITY DISTRICT ROTARY**: **$**

**CONTINUATION**:  *Is this project the* ***continuation of a prior project carried out with the leadership or participation of the University District Rotary Club****? If so, please describe:*

**SUSTAINABILITY**: *How will you ensure the* ***ongoing sustainability/support for the project****, once completed?*

**PARTNERS**:

*Name the* ***University Rotary Club*** *member/s working on the proposed project and the role/s they are playing:*

*If applicable, list* ***other Rotary Club/s or other organizations*** *that will participate in the project and their related contact person/s. Details on the funding and/or other support they will provide should be provided on the CS Project Funding Form.*

*Identify* ***the name of the member who will oversee the project.***  *Do you have experience working with this person and organization? List the qualifications for carrying out this project (attach further background information if necessary):*

**LEVERAGING CLUB MONIES**:

*Will* ***District Matching Grant Funds*** *(up to a matching amount of $12,000), be requested? If so, what amount?*

 No Yes \_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_\_

*District Matching Grant Funds will be sought:*

 *For District grant only\_\_\_\_\_\_\_\_\_*

*Will* ***Matching Grant Funds*** *from* ***The Rotary Foundation*** *be sought ($15,000-400,000)? If yes, what amount?*

 No Yes\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_

\**Please contact District 5030 Global Grant advisers Larry Logue (**ltilarry@gmail.comHYPERLINK "mailto:ltilarry@gmail.com%20/%20cell" / cell* *206-726-9813) or Kathleen Davis (**daviskathleenk@gmail.comHYPERLINK "mailto:daviskathleenk@gmail.com%20/%20cell%20206-850-4725"* HYPERLINK "mailto:daviskathleenk@gmail.com%20/%20cell%20206-850-4725"/ *HYPERLINK "mailto:daviskathleenk@gmail.com%20/%20cell%20206-850-4725"cell 206-850-4725**); and see District 5030 Global Grant guidance at* [*www.5030grants.com*](http://www.5030grants.com/)*.*

**CLUB PARTICIPATION**: *Is it possible for a Rotary* ***delegation*** *to visit the project?*

 *If so, please describe potential dates and activities:*

*What other opportunities exist for* ***involvement*** *of U District and other Rotary members (e.g., contributions in funds or in kind, project set up, performance attendance, hosting, etc.)?*

 **Lead U District Rotarian Second UD Rotary co-sponsor**

Name

Phone

E-mail

Date

|  |  |  |  |
| --- | --- | --- | --- |
| Country: | Name of Project: | Date:  | Current Exchange Rate & Source of Rate: |

# **2023-2024 ITEMIZED BUDGET**

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| --- | --- | --- | --- | --- |
| Unit Cost | Unit Name/Description | # of Units | Total Cost |  |
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| **Bank transfer fee** |  |  |  |
| **Total Amount Requested** |  |  |  |

**2023-2024 PROJECT FUNDING**

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| --- | --- |
| Source of Funds & Check(x) if confirmed for this Rotary Year | Amount(U.S. $) |
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| **Total Funds Available** |  |