**The University Rotary Service Fund**

**the Foundation of the**

**Rotary Club of the University District**

**Service Fund Board Funding Policy and Guidelines**

**August 5, 2021**

As protectors and caretakers of the University Rotary Service Fund, we, the Board of the foundation, offer the following guidance for committees and sponsors requesting support for partners and service projects:

1. Only projects proposed by RCUD members who have financially supported our foundation will be funded.
2. General operating expenses, administrative costs, and salaries for staff of the partner organization will not be funded. This does not preclude funding of those administrative costs narrowly specific to the project. It does preclude off-setting general supervision or oversight by salaried staff for incidental attention to the project.
3. Only Non-Rotary organizations which are non-profit/501(c)(3) will receive funding. (This requirement does not apply for international projects.)
4. Project funding (i.e.: RCUD and/or Rotary) should be a significant portion of the total project budget or fund a major component of the project.
5. While not a requirement, Committees should give priority to funding equipment or other tangible assets that will provide multi-year benefits (i.e., furniture, machines, printers, etc.). Projects for service programs may be funded so long as the funds are not used for administrative or overhead expenses (i.e. salaries, utilities, rent, etc.) and typically will not be funded for more than one year.
6. Upon notification of a committee meeting to consider project funding, URSF president will assign one or more board members to attend such meeting.
7. Organizations that exclude service to people of various races, religions, or other protected classes under Washington State law will not be funded.
8. Follow-up reports with photos will be required upon completion of each project. Committees will forward a summary and photos of completed reports to the URSF. No organization will be considered for additional funding requests while such reports are still pending.
9. The UDRC’s contribution to the project will be recognized by the organization with appropriate signage, publicity and/or notice in organization newsletters.
10. Project sponsors will recuse themselves from meetings while committee members discuss or vote on their projects. They may only return to such meetings to answer questions concerning the project.
11. URSF Board may return Requests for Funding with comments and request additional information from sponsors.

Examples of projects that meet these guidelines include:

* International water projects.
* International school enhancement projects (e.g. desks).
* Dictionaries for local students.
* Portion of elevator addition costs in U-District community center.
* Playground equipment serving single parent or low-income housing.
* Kitchen appliances or printers for local service organization.
* Various scholarship funding.