**Request for Funding (RFF)**

**University Rotary Service Fund
(of the Rotary Club of the University District)**

The University Rotary Service Fund Board is an oversight body established to ensure that all requests for funding have been presented by the sponsoring committee in a complete fashion, including: project description, project benefits, budget, sources of funding, and payment instructions.

The purpose(s) of monies requested must be consistent with the Service Fund’s status as a non-profit 501(c)3 organization. Committees and individuals are advised that they should not expend, or commit to expend, monies prior to Service Fund Board approval. The Service Fund Board reserves the right to decline such requests.

Instructions to complete this Request for Funding (RFF) form:

**Note**: This form is to completed digitally; handwritten or paper forms will not be accepted.

1. The Sponsor or the Committee Chair provide the general information in **Section A**, filling in the boxed cells as completely as possible. Note that additional documents may be required. These documents become part of the RFF submittal package. Specifically:
	1. For **Community Service Projects** these documents include: the IRS Form 990 and the IRS Letter of Determination for the funding recipient, and the completed Committee Project Proposal Form (provided by the Committee Chair).
	2. For **International Service Projects** the only required document is the completed Committee Project Proposal Form (provided by the Committee Chair).
	3. For expenses, reimbursements, etc. this includes invoices or receipts.

Links to these supporting documents should be included in the appropriate box in **Section A**. It is preferable to post these on the club’s DACdb site (https://www.dacdb.com).

1. The Sponsor and/or the Committee Chair complete the disbursement information:
	1. For disbursements via check (typically for Community Service Projects, Scholarship, expenses, reimbursements, etc.) this is done in **Section B**.
	2. For disbursements via wire transfer (typically for International Service Projects) this is done in **Section C**.
2. The Sponsor or the Committee Chair renames the RFF form appropriately.
3. The Service Fund Treasurer, the Project Sponsor, or the Committee Chair **routes the form for digital signatures** from the Committee Chair, Club President, and Service Fund President (**Sections D, E, and F**, respectively), using PandaDoc, DocuSign, or another digital signature tool. Bill Herkes can assist in this step.
4. If approved, the Service Fund Treasurer transfers the funds, completes & signs **Section G**, and notifies the indicated “Party to Notify of Disbursement,” and files this RFF.

**SECTION A: General Information**

|  |
| --- |
| Project Title: Reforestation with Fruit Trees in Ouezzane Province, Morocco |
|  |

|  |
| --- |
| Brief Project Description: (Note: A more detailed description can be provided in the Committee Project Proposal Form.) |
| This grant extends a larger nursery project to develop fallow land. The Rotary portion pays for tree saplings, a wide variety including Fig and Carob. Not only do trees provide both social and economic benefits (fight against desertification, roots hold against mud slides, 100 saplings typically given to impoverished women who are trained as farmers), but this mix of trees also can pull people out of poverty with the possibility of mixing products and presenting goods to market.  |

|  |
| --- |
| Link to Supporting Documents: (See instructions): |
| <https://www.dacdb.com/SecLogin3.cfm> Documented uploaded in “Club Files,” UDRC |

|  |
| --- |
| Additional Comments: (Note: Use this entry if there is additional information that reviewers and approvers should be aware of. It is suggested that a link to supporting documentation be added here.) |
| The “Fig and Carob” grant of 2023 replaces a “Reforestation grant” written in 2022.  |

|  |
| --- |
| University District Rotary Club Sponsor: |
| Name of Sponsor: | Ruth A. Huwe |
| Phone Number of Sponsor: | 206-819-6065 |
| Email of Sponsor: | ruthhuwe@gmail.com |

|  |
| --- |
| Funding: |
| Total Project Budget: | $6,600 |
| Amount Requested from Service Fund: | $6,600 |
| Other Funding Sources & Amounts (note whether these funds have been (or will be) sent to the Service Fund or directly to the recipient organization): | Casablanca Rotary pledged $200.00 |
| Requested Disbursement Date: | ASAP from May 7, 2023 |
| Conditions for Disbursement (if any): |  |

|  |
| --- |
| Recipient: |
| Recipient Organization: | **ASS ROTARY CLUB CASABLANCA EL FIDA** |
| Is Organization a 501(c)3? (required only for Community Projects): | Yes [ ]  No [x]   |

|  |
| --- |
| Additional Information: |
|  |

**SECTION B: Information for Disbursement by Check (typically for Community Service Projects, Scholarships, expenses, reimbursements, etc.)**

|  |  |
| --- | --- |
| Name of Payee: | Anas Menmamoun, Treasurer, Casablanca Rotary |
| Mailing Address for Check: |  |
| Name of Party to Notify of Disbursement: | Anas Benmamoun |
| Position/Title of Party to Notify of Disbursement: |  |
| Phone Number of Party to Notify of Disbursement: |  |
| Email of Party to Notify of Disbursement: | anas@benmamoun.com |
| Comments: |  |

**SECTION C: Information for Disbursement by Wire Transfer (typically for International Service Projects)**

**Note:** Wire transfer fees will be deducted from the amount transferred.

|  |  |
| --- | --- |
| Bank Account Holder (must agree exactly with name on account to which money will be sent): | Anas Benmamoun |
| US Correspondent Bank of Foreign Payee (if available): |  |
| US Correspondent Bank SWIFT Code (if available): | **BCPOMAMC** |
| Name of Payee’s Bank: | **BANQUE CENTRALE POPULAIRE** |
| Bank Account Number of Payee: | **190780211165069985000886** |
| SWIFT Code of Payee’s Bank: | **BCPOMAMC** |
| ABA Number (aka routing number) of Payee’s Bank (if required): |  |
| CLABE Number of Payee’s Bank (if available; typically only used for Mexican banks) |  |
| Address of Payee’s Bank (if available) | **BANQUE CENTRALE POPULAIRE****AGENCE AL BAIDA****Bd. 9 avril  - CASABLANCA** |
| Phone Number of Payee’s Bank (if available) |  |
| Name of Party to Notify of Disbursement: | Anas Benmamoun |
| Position/Title of Party to Notify of Disbursement: |  |
| Phone Number of Party to Notify of Disbursement: |  |
| Email of Party to Notify of Disbursement: |  |
| Comments: |  |

**SECTION D: Committee Chair Approval**

|  |  |
| --- | --- |
| Sponsoring Committee: |  |
| Name of Committee Chair: |  |
| Signature of Committee Chair: |  |
| Date: |  |
| Comments: |  |

**SECTION E: Rotary Club of the University District President Approval**

|  |  |
| --- | --- |
| Name of President: |  |
| Signature of President: |  |
| Date: |  |
| Comments: |  |

**SECTION F: University Rotary Service Fund Board President Approval**

|  |  |
| --- | --- |
| Name of President: |  |
| Signature of President: |  |
| Date: |  |
| Comments: |  |

**SECTION G: Confirmation of Disbursement**

|  |
| --- |
| For Funds Disbursed by **Check**: |
| Check Number: |  |
| Account Number: |  |
| Date of Payment: |  |
| Amount of Payment: |  |
| Comments: |  |

|  |
| --- |
| For Funds Disbursed by **Wire Transfer**:**Note:** Wire transfer fees will be deducted from the amount awarded. |
| Reference Number: |  |
| Date of Transfer: |  |
| Amount of Transfer: |  |
| Transfer Fee: |  |
| Comments: |  |

|  |
| --- |
| Service Fund Treasurer: |
| Name of Treasurer: |  |
| Signature of Treasurer: |  |
| Date: |  |
| Comments: |  |