**Request for Funding (RFF)**

**University Rotary Service Fund (URSF)  
(the Foundation 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 of the Project provides 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 Sponsor or Committee Chair).
   2. For International Service Projects the only required document is the completed Committee Project Proposal Form (provided by the Sponsor or Committee Chair).
   3. For expenses, reimbursements, etc. this includes invoices or receipts.

The above supporting documents can be provided either:

1. By providing links to these supporting documents in the appropriate box in **Section A**. It is preferable to post these on the club’s DACdb site (https://www.dacdb.com).
2. By including as attachments to this RFF (**Section I**).
3. The Sponsor of the Project completes the disbursement information:
   1. For disbursements to be made via check (typically for Community Service Projects, Scholarship, expenses, reimbursements, etc.) this is done in **Section B**.
   2. For disbursements to be made via wire transfer (typically for International Service Projects) this is done in **Section C**.
4. The Sponsor of the Project renames the RFF form appropriately.
5. The Sponsor or the Committee Chair or the Service Fund Treasurer routes the form for digital signatures to the Sponsor, the Committee Chair, the Club President, the Service Fund President, and the Service Fund Treasurer (**Sections D, E, F, G and H**, respectively), using PandaDoc, DocuSign, or another digital signature tool. (Note that if using PandaDoc submitting a PDF better preserves the MS Word formatting.) Bill Herkes can assist in this step.
6. If approved, the Service Fund Treasurer transfers the funds, completes & signs **Section H**, and notifies the indicated “Party to Notify of Disbursement,” and files this RFF.

**SECTION A: General Information**

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| Project Title: |
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| Brief Project Description: |
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| Supporting Documents: (See Step 1 in the instructions for required documents and options on how to provide these.) |
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| Additional Comments: |
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| University District Rotary Project Sponsor: | |
| Name of Project Sponsor: |  |
| Phone Number of Project Sponsor: |  |
| Email of Project Sponsor: |  |

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| Funding: | |
| Total Project Budget: |  |
| Amounts being sent by other parties directly to the recipient and name of these parties: |  |
| Amounts that have been sent by other parties to the URSF to be passed through to the recipient and name of those parties: |  |
| Amount requested from URSF: |  |
| Total disbursement (includes “pass-through” and URSF amounts): |  |
| Budget category from which funds are coming: | |  |  | | --- | --- | | Community Service | RYLA | | International Service | Education | | Scholarships | Ronald McDonald House | | Operating Expenses | Partners for Work | | Harvest Against Hunger | Scholarship Lunches | | President’s Discretionary | CSC Recipient Lunches | | Thanksgiving Dinners | Carry-over Liabilities | | Share the Warmth | Carry-over Liabilities | | Peacebuilders | Fundraising | | Environmental | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | |
| Requested disbursement date: |  |
| Conditions for disbursement: |  |

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| --- | --- |
| Recipient: | |
| Recipient Organization: |  |
| Is Organization a 501(c)3? (required only for Community Projects): | Yes No . |

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

|  |  |
| --- | --- |
| Name of Recipient: |  |
| Street Address for Mailing Check: |  |
| City, State and Zip for Mailing Check: |  |
| Name of Party to Notify of Disbursement: |  |
| 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 C: Information for Disbursement by Wire Transfer (typically for International Service Projects)**

**Note:** A sending wire transfer fee (estimated at $45) will be deducted from the amount awarded by the URSF. A receiving transfer fee (estimated at $20) will need to be paid by recipient,

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| --- | --- |
| Bank Account Holder (must agree exactly with name on account to which money will be sent): |  |
| US Correspondent Bank of Foreign Recipient (if available): |  |
| US Correspondent Bank SWIFT Code (if available): |  |
| Name of Recipient’s Bank: |  |
| Account Number (or IBAN) of Recipient Bank: |  |
| SWIFT Code of Recipient’s Bank: |  |
| ABA Number (aka routing number) of Recipient’s Bank (if required): |  |
| CLABE Number of Recipient’s Bank (if available; typically only used for Mexican banks): |  |
| Address of Recipient’s Bank (if available): |  |
| Phone Number of Recipient’s Bank (if available): |  |
| Name of Party to Notify of Disbursement: |  |
| 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: Project Sponsor Approval**

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| Name of Project Sponsor: |  |
| Signature of Project Sponsor: |  |
| Date: |  |
| Comments: |  |

**SECTION E: Committee Chair Approval (if applicable)**

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| Sponsoring Committee or Budget Line: |  |
| Name of Committee Chair (if applicable): |  |
| Signature of Committee Chair (if applicable): |  |
| Date: |  |
| Comments: |  |

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

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

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

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

**SECTION H: Confirmation of Disbursement**

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

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| --- | --- |
| 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: |  |

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

**SECTION I: Attachments**