Application for Funds or Assistance

The *Rotary Club of Columbia Center* accepts requests for assistance from organizations to support needs in the following areas: Anti-Human Trafficking/Victims Assistance, Community Service, Vocational Education, and Youth Services.

Eligible organizations must meet these criteria:
1. Registered 501(c)(3) not-for-profit organization in good standing with the IRS and complies with the USA PATRIOT Act;
2. Registered with the Washington State Secretary of State as a charitable organization (except if annual revenue is less than $50,000); and
3. Does not engage in discrimination because of race, color, national or ethnic origin, age, religion or creed, disability, sex, sexual orientation, gender identity or expression, veteran status, or any other characteristic protected under applicable federal or state law in the delivery of services.

Note: Our organization will verify the status of your organization for #1 and #2 above.

Instructions: Please check the box below that describes the type of support requested:

☐ **Requests for Funds:** Funding requests are accepted for one-time projects and for new projects to meet emerging or expanding community needs. Typical grants range from $500 to $3,000. For more information, call the Columbia Center Rotary office at (509) 736-2306.

Funds are NOT available for ongoing operational needs (i.e., overhead such as salaries, utilities, rent), fundraising efforts of a person or organization that benefit another organization, and for individual or family needs.

Amount Requested: | $

☐ **Requests for Volunteer Assistance:** Requests for volunteer help or "hands-on" assistance could be available for a non-profit organization or for a person identified by a non-profit organization. Complete all of this application except for Questions 5 and 7 in Section 2—you don't' need to answer these two questions.

How did you hear about this funding/support opportunity?

[   ]

HOW TO REQUEST FUNDS OR VOLUNTEER HELP:

1. Submit this completed application at least one week prior to the *first Thursday of each month.* Note that the typical review process takes 4-6 weeks.

2. Send the completed application through an email to: ccrotary22471@gmail.com or mail it to: Columbia Center Rotary Club, 6222 W. John Day Ave., Kennewick WA 99336

Section 1: AGENCY INFORMATION

1. Agency Name

2. Federal EIN

3. State UBI number

4. Executive Director/Primary Contact

5. Primary Contact Daytime Phone

6. Primary Contact Email

7. Mailing Address

8. **Agency Background**—When was your organization started in our community? What is its purpose or mission? Provide a brief description of the services it provides and the clients it serves.

9. **Past Support**—If your organization previously received funding from Columbia Center Rotary or other Rotary Clubs, please describe date, purpose, and amount.

SECTION 2: PROJECT PROPOSAL. Tell us about what your organization will do with Rotary's support. Describe the proposed project or services that are specifically supported by this request. Be specific regarding how the requested funds or volunteer assistance would benefit people in our community. Do not describe all services provided by your organization—focus only on those related to this application.

1. **Project Name**

2. **Description.** Describe the project, activities or services specifically addressed by this application. What will your organization do if you are granted this request for support? *Example: We address kid safety by providing free bike helmets for kids is rural areas*.

3. **Use.** How will the requested support be used for the above-described project or services? *Example: We will use Rotary's funds to buy 30 bike helmets for toddlers, 30 helmets for children, and 30 helmets for youth.*

4. **Who Benefits.** Clearly identify the population or clients who will benefit from this project. Describe who they are, how many will be served, and how they will benefit from this funding. *Example: We work with the Benton City Chamber of Commerce and the Police/Fire Departments on a September 14th bike safety event to distribute free helmets to kids from low-income families. Helmet use will decrease injuries/death.*

5. **Project Budget.** Complete this section if this is a request for money. Do not complete this section if this is a request for volunteers. Describe the budget for this project (not for the entire organization).

   On the next page, make sure that Total Project Expenses = Total Project Revenue.

   After completing this section, please review your responses to #3 and #4 above. Approval is more likely for applications that clearly identify how the requested support will benefit our community.
   - **Uses of Funds**: In the chart below, describe the categories of expenses needed for this project (e.g., food, marketing, supplies, equipment, contracted services, room rental, etc.).
   - **Sources of Funds:** Describe all sources of funds used to pay for expenses related to this project.

PROJECT BUDGET

Uses of Funds	
Description of Expenses	**Amount**
	$
	$
	$
	$
	$
	$
Total project expenses	

Sources of Funds	
Description of Revenue (Do not list in-kind or non-cash support.)	**Amount**
Amount of cash provided by the organization	$
Amount of cash provided by other sources (list in #6, "Other Support" below)	$
Amount of cash requested from Columbia Center Rotary	$
Total project revenue	**$**

6. **Other Support.** Provide details on all other sources of support for the proposed project.

Name of individual or organization	Amount	Confirmed or proposed?
	$	
	$	
	$	
	$	
	$	

7. **Scalability.** If Columbia Center Rotary is only able to support a portion of your request, how might you still achieve the project or services you've describe in this application?

8. **Acknowledgement.** How would your organization recognize/identify Rotary's support for this project?

9. Date you submitted this application: