

Please download this application form, complete it on your computer and then email it to:

[ccrotary22471@gmail.com](mailto:ccrotary22471@gmail.com)

## Application for Funds or Assistance

The **Rotary Club of Columbia Center** accepts requests for assistance from organizations to support needs in the following areas: Community Service, Special Projects, Vocational Education, and Youth Services.

### Eligible Organizations

Eligible organizations must meet these criteria:

1. Be a registered 501(c)(3) not-for-profit organization in good standing with the IRS and compliant with the USA PATRIOT Act.
2. Be registered with the Washington State Secretary of State as a charitable organization (except if annual revenue is less than \$50,000); and
3. 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

Complete the following application. Once completed, submit the completed application via:

Email: [ccrotary22471@gmail.com](mailto:ccrotary22471@gmail.com)

Mail: Columbia Center Rotary Club, 6222 W. John Day Ave, Kennewick, WA 99336.

*Note that the typical review process takes 4-8 weeks from receipt of application.*

### Application

Check Box A if you are requesting funds; check Box B if you are requesting volunteer assistance:

#### **Box A: Request 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. Our Special Projects Committee may consider larger-scale projects in excess of these amounts. For more information or to make a request greater than \$3,000, contact the Columbia Center Rotary office at (509) 736-2306 or [ccrotary22471@gmail.com](mailto:ccrotary22471@gmail.com).

NOTE: Funds are not available for ongoing operational needs (e.g., salaries, utilities, rent, etc.), fundraising efforts of a person/organization that benefit another organization, or for individual or family needs.

#### **Box B: Request for Volunteer Assistance**

Requests for volunteer help or “hands-on” assistance may be available for either a non-profit organization or for a person identified by a non-profit organization. Complete the following application *except* Questions 2 - 4 in Section 2.

### Section 1: Agency Information

1. Agency Name
2. Federal EIN
3. State UBI Number
4. Primary Contact
  - a. Title

5. Primary Contact Daytime Phone
6. Primary Contact Email
7. Mailing Address
8. Agency Background: What is the purpose of your organization? Provide a brief description of the services this organization provides and the clients it serves.

9. Past Support: Please describe date, purpose, and amount of previous funding from Columbia Center Rotary or other Rotary clubs.

**Section 2: Project Proposal**

We are interested in learning what your organization will do with Rotary’s support.

1. Describe the proposed project or services that are directly supported by this request. Include in your response: 1) how the requested funds will benefit people in our community, and 2) how the funds will be used (be specific). Please do not describe all services provided by your organization; focus only on those services related to this application.

2. Project Budget (if you are requesting volunteer assistance, skip this question and go to Question 5):

Describe the budget for this project (not the entire organization).

Budget	
List of Expenses	Cost
	\$
	\$
	\$
	\$
	\$
Total Project Expense*	\$

Description of Revenue	Amount
Amount of cash provided by your organization	\$
Amount of cash provided by other sources (list in #5, "Other Support" below)	\$
Amount of cash requested from Columbia Center Rotary	\$
Total Project Revenue*	\$

*\*NOTE: Make sure Total Project Expense equals Total Project Revenue*

3. Other Support: List all other sources of support for the proposed project.

Name of Individual or Organization	Amount	Confirmed or proposed?
	\$	
	\$	

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4. Scalability: If Columbia Center Rotary is able to support only a portion of your request, how might you still successfully achieve success in this project?

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

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