## TEMPLATE 14: GIFT COMMITTEE APPLICATION FOR FUNDING

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**APPLICATION FOR FUNDING**

**GUIDELINES**

This Gift Committee shall review and grant approval toward Foundation expenditures relating to club charitable projects and donations.

 All such expenditures shall be requested in writing and will be voted on by the Gift Committee.  Such written requests will outline the amount of funds requested, provide a detailed purpose including (but not limited to) the potential benefit to the community, the number of Rotarians involved and how such gifts will be publicized and will clearly align with an RI Avenue of Service.  This written documentation shall be entered into record at the Foundation Board meeting following the approval of the expenditure.

**INSTRUCTIONS**

Please fill out the enclosed application and return it to:

The Club President, Foundation Chairperson, Gift Committee Chairperson or a member of the Gift Committee

**APPLICATION**

*(Please print or type all information and use additional sheets, as necessary. This form is available in Word so that on your computer you can type in the responses and expand the response areas as needed.)*

1. Club Committee
2. Describe the project, its location and its objectives:
3. Estimated Start Date
4. Estimated Completion Date
5. Describe how the project will benefit mankind and/or improve the lives of others:
6. Describe non-financial participation by Rotarians in the project (i.e. hands-on, technical assistance, etc.)
7. How will the general public know this is a Rotary sponsored project? (please provide details, e.g. – publicity and/or display of the Rotary logo).
8. Project Contacts: Rotarian who will provide oversight and management of the project funds from start to completion of the final report:

Primary Contact Name:

1. Budget:

Total RCRCF Dollars Requested $

Amount of Funds to be Raised $

Total Project Costs……………. $

Note: Supporting documentation utilized for the development of this budget will be requested.

10. Authorization:

As RCRCF Gift Committee Chair, I hereby affirm the club has voted to undertake this project as an activity of the club.

RCRCF Gift Committee Chair:

Date:

## TEMPLATE 15: GIFT COMMITTEE FOUNDATION FINAL REPORT

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**Foundation Funding Final Report**

**INSTRUCTIONS**

Please fill out the enclosed application and return it to:

The Club President, Foundation Chairperson, Gift Committee Chairperson or a member of the Gift Committee

***FORM MUST BE RETURNED BY JUNE 30***

**Project Description**

1. Briefly describe the project. What was done, when and where did project activities take place, and who benefited from this activity?

2. How many Rotarians participated in the project?

3. What did they do? Please give at least two examples.

4. How many non-Rotarians benefited from this project?

5. What are the expected long-term community impacts of the project?

6. If a cooperating organization was involved, what was its role?

**Financial Report**

7. Income Amount

1. Foundation Funding $
2. Other funding (specify) $

**Total Project Income $**

8. Expenditures (please be specific and add lines as needed)

1. $
2. $
3. $
4. $
5. $
6. $
7. $

**Total Project Expenditures $**

**(Please provide a copy of all receipts with the report)**

9. By signing this report, I confirm that to the best of my knowledge these RCRCF funds were spent only for eligible and that all of the information contained herein is true and accurate.

Date: By:

 Signature