

Rotary Club of Burnaby

Project Application – Financial Request

Project Name: _____
(A short name which identifies the project)

Date Request is being made: _____

1. PRIMARY SPONSORS from the Rotary Club of Burnaby

Explanation: A committee of at least three Rotarians from the club must be established to oversee the project. The committee members must be committed to the fundraising efforts of the project.

Primary Sponsor
Name: _____
Phone Number: _____
Email: _____

Sponsor #2
Name: _____
Phone Number: _____
Email: _____

Sponsor #3
Name: _____
Phone Number: _____
Email: _____

2. PROJECT PARTNER - *Leave Blank if there is no Project Partner. Go to Section 3*

Explanation: The project partner is any non-Rotary group.

Organization Name: _____

Is the organization a Registered Charity: _____

If yes, what is the Registered Charity Number: _____

What is the organizations website address: _____

Organization Contact Person

Name: _____

Phone Number: _____

Email: _____

Conflict of Interest: Do any of the Sponsoring Rotarians have a conflict of interest with the project partner. Please advise and explain. (Note: having a conflict does not mean we will not support the project):

Primary Sponsor: _____

Sponsor #2: _____

Sponsor #3: _____

3. PROJECT DESCRIPTION

Project Location: _____
(City, Village, State/Province, Country)

Project Description:
(Describe the project and the problem or need it will address, including the intended beneficiaries and how the project will benefit the community in need)

Project Timeline (Start & End Date): _____

Describe how the benefiting community will maintain this project after funding has been fully expended

What role can Rotarians play to stay engaged with this project (aside from fundraising):

What arrangements will be made to publicise the project by the project partner (if there is one) and/or the principal sponsors?

Note: The Rotary Club of Burnaby will have the right to publicize the club's support for the project via printed, digital and other forms of media.

Please explain how beneficiaries of the funding are determined by the project partner and if no project partners how the Sponsoring Rotarians will determine the beneficiaries:

Funding being requested

Please provide a detail breakdown of request. If additional space is required please use a separate sheet and attach. Note that the amount of funds being requested is not a commitment of the clubs commitment to the project but rather a best effort to achieve the funding goal. Any funds raised above the goal will be at the Boards discretion to use for other service projects.

| Description | Cost |
|-------------|------|
| | |
| | |
| | |
| Total Cost: | \$ |

4. PROJECT FINANCING

The signatures of all involved parties confirm that they understand that they will form part of the core committee to lead the fundraising effort for the project.

Please ensure to complete the following:

1. Have you or will you be completing a District or International Grant Application? If not why:

| |
|--|
| |
|--|

2. Fundraiser: Please provide the following information about the Fundraiser for this project:

a. Fundraiser Name: _____

b. Date: _____

c. Venue: _____

d. Description:

| |
|--|
| |
|--|

e. Budget: On a separate sheet please provide a detail breakdown of the budget for this project. The fundraising budget must include a Public Relations piece to cover the cost to promote the fundraiser, the club and marketing material required.

All funds raised less all expenses will form the total amount the club will donate to the project. The budget must be able to prove that it will break-even as the club will not absorb any losses.

Note: The club has a Foundation account. To be able to use the foundation account, please ensure to check with the Treasurer to meet club and CRA guidelines.

3. Club Fundraisers: The club currently has 2 major fundraising initiatives, Heart of the Matter and the International Food Festival. If a fundraiser is not being planned for the project please indicate from where you seek the source of funds for the project.

Note: Projects supported by the club’s fundraiser are subject to Board approval. Project Sponsor’s will be notified of the guidelines to be able to take benefit of these funds.

Declaration:

To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from club funding or has any interest that may represent a potential competing or conflicting interest.

Primary Sponsor

Sponsor #2

Sponsor #3