



Process for Determining Cup Money Recipients for Topeka Rotary Foundation 2018-2019

Sent a **notice**, via mail, social media and newspaper, to United Way, Community Resources Council, Topeka Community Foundation, El Centro, Rescue Mission, JUMP and other non-profit agencies that Rotary Foundation will accept mini-applications for our monthly Cup Money grants of about \$400.

Preference is given to applicants that provide services in the Topeka-Shawnee County area.

Application should include the following information:

- a. Contact Information—agency, agency contact
- b. What community needs does your program address?
- c. Include a brief description of the impact our \$400 would make in your program.
- d. When is the money needed?
- e. Have you ever received a Rotary grant? What was it used for?
- f. Is anyone in your organization a Rotarian? Please identify.
- g. Are there opportunities for Rotarians to volunteer on this project or in your organization?

Requests evaluated quarterly: September, December, March, June. Application must be received in the Topeka Rotary office by the 10th of the month in which it is being considered. Send to Joan Wagnon, Topeka Foundation Chair, 420 SE 6th Street, Suite 121, Topeka, KS 66603

Guidelines for funding:

- a. Requesting organization is a non-profit 501 c 3 organization or a school.
- b. Agency did not receive a Rotary Cup Money Grant for the past 12 months.
- c. Must provide services in these areas of community need:
 1. Early Childhood Education
 2. Basic Needs (food, shelter, clothing, housing)
 3. Scholarships for youth
 4. Health or Wellness
 5. Improve reading or literacy
 6. Topeka Rotary-designated Projects