



Guidelines for Giving

The following criteria are meant to establish standards for granting financial support from the Rotary Club of East Hartford's funds. Funding allocations in the form of charitable donations must be approved by the Board and will be based on availability of funds during the fiscal year as confirmed by the Treasurer. Applications may be received to support East Hartford, local community, or international projects.

1. Requests for charitable donations should come directly from, or be sponsored by, a member of the Rotary Club of East Hartford whenever possible. An "Application for Charitable Donations" (attached) should be submitted to the President of the Club. Action will be taken at the next Board meeting.
2. Requests should contain a narrative explaining:
 - What exactly will be funded/purchased;
 - Who will be benefit;
 - Documentation should accompany the request, including information on precisely when monies will be required and how expenditures will be monitored.
 - Statement by the applicant (if local) on their willingness to assist the Rotary Club of East Hartford by participating in our fund raising events and/or by agreeing to raise the awareness of the Club through publicity.
4. Whether the request is for a local or international project, there should be a demonstrated need for Rotary funds. An existing financial shortfall can be verified by showing a total budget for the project and the gap that needs to be closed using East Hartford Rotary dollars.
5. Grantees should be encouraged to match Rotary dollars with other funding sources. East Hartford's money should not be the sole supporter of a particular project. Grantees should be encouraged to collaborate with similar organizations to achieve their desired goal.
6. Some kind of project audit should be encouraged. This can be in the form of a site visit, copies of invoices, photographic records of the event, newspaper articles covering an event, or anything confirming the money was actually used to accomplish the goal. One Rotarian from the relevant community service or international service committee should be assigned to follow-up on the project. Subsequent funding requests will not be approved for any

organization that does not provide documentation on the use of Rotary Club of East Hartford funds.

7. The President shall report back to the Club membership on any projects chosen/not chosen for funding.

8. All club members should submit to the President-Elect known funding requests for the upcoming fiscal year by March 1st. The fiscal year begins July 1st. This includes funding for recurring community and international projects. Any such requests should reflect reasonably anticipated increases or changes in the amount requested.

9. Applications for charitable donations may be accepted by the President for submission to the Board throughout the year.

10. Applications will be judged on the following bases: demonstrated need, impact, willingness to support fund raising efforts, past compliance with audit requirements.



APPLICATION FOR CHARITABLE GIVING

Organization requesting funding: _____

Address: _____

Contact Person: _____

Email & Telephone: _____

Are you a 501 (c)(3) not-for-profit? Yes _____ No _____

Date of this application: _____

Amount requested: _____

Describe what exactly will be funded or purchased: _____

Who will benefit from this project? _____

When will this project take place? When will it be completed? When is funding needed? _____

Who will be responsible for this project? _____

How will you assist the Rotary Club with future fund raising efforts? (For example: will work on a project; will participate in publicity about this funding; will help sell Duck Race tickets)

By signing this application you understand that a project audit including proof of expenditures, receipts, invoices, photographs, etc., will be provided to the Rotary Club of East Hartford as requested. Funds must be utilized for the purpose stated in this application.

Attach a total project budget indicating sources of other funding and demonstrating the gap in your budget to be met with Rotary support.

Submit this application to any current member of the Rotary Club of East Hartford or mail it directly to: Rotary Club of East Hartford, P.O. Box 380035, East Hartford, CT 06138-0035

Signature of Applicant: _____ Date: _____

Signature of Rotary sponsor, if any: _____

Date received by President of the Rotary Club of East Hartford: _____