

## **Rotary Club of Cambridge Sunrise Community Grants Application**

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*January 2006*

The Rotary Club of Cambridge Sunrise has a history of serving our local community through financial grants. The primary focus of Rotary International and our Club is to promote youth, good health, literacy, the underprivileged, excellence in business, and the ideal of service as a worthy enterprise. Each year we evaluate requests for grants based on these criteria that benefit our community as a whole.

### **Granting Process**

A written application is required. There are four deadlines each year for grant applications to be received:

- January 15<sup>th</sup>
- April 15<sup>th</sup>
- July 15<sup>th</sup>, and
- October 15<sup>th</sup>.

A standing committee of the Club will review the application and if approved, refer the project to the Board of the Club for further review and approval.

Grant applications will typically be reviewed on the following schedule each year:

- February 15<sup>th</sup>
- May 15<sup>th</sup>
- August 15<sup>th</sup>, and
- November 15<sup>th</sup>.

Projects approved by the Board will be voted on by the general membership. Payment of the grant will follow approval and fulfillment of all the conditions applicable.

In general, the application review process will take at least 2 months, and as long as 4 months for complex applications, or ones where there are multiple funding sources or joint initiatives with other District 7080 Rotary Clubs.

### **Public Relations and Recognition**

As part of the application process, please outline the public relations and recognition that you propose to acknowledge any grant from the Rotary Club of Cambridge Sunrise. For example, if appropriate, the Club should be identified as a donor by the placement of a plaque at the project site, or on the equipment or article that has been funded. In addition, the name “Rotary Club of Cambridge Sunrise” should be included in the organization’s annual report as a donor, and acknowledge in accordance with the size of the contribution.

### **Application Format**

Submit a proposal following the format described below (maximum of two pages). You must answer all of the questions. Answers may vary in length depending on the nature of your request and the organization. Submit your application and all attachments to:

Rotary Club of Cambridge Sunrise  
425 Hespeler Road, Box 530  
Cambridge, ON N1R 8J6

## **OUTLINE FOR GRANT APPLICATION SUBMISSIONS:**

### **Tell us about your proposal**

#### **General Information**

Name of the project or brief description.

Name of the sponsoring organization and state whether the organization is a registered charity or incorporated not-for-profit organization. List your charitable number if applicable.

Name of the contact person who can provide additional information. Give telephone numbers (work and home if applicable) and hours available.

#### **Purpose of Project**

State the proposal with a concise and clear statement of the purpose, general goal and specific objectives of the project. Give the location where the project or program is to be conducted. Describe why you are undertaking this project. Has a needs assessment been conducted? Whom will the project serve? Give a reasonable estimate of the number of people the program will serve and state how you arrived at this estimate. Will the project be of benefit to the community after the funding years and how long will the project continue to serve the community?

#### **Activities**

Describe how you expect to achieve your goal. How will you measure the success of your program? How will you sustain ongoing funding if you receive funding to start this project/initiative?

#### **Other Sources of Funding**

List the other sources of funding or possible funding and how will you obtain the other funds. Indicate the list of contacts (either current or prospective contacts for funding), and the status of your other requests for funding.

#### **Budget**

Submit a budget broken down into major categories such as personnel, equipment, expendable supplies, and occupancy costs. Indicate which items on the budget are to be funded by this request and which items are to be paid from other sources.

List all sources of funding. Does the sponsoring organization/individual receive government funding (municipal, regional, provincial or federal)?

**Timeline**

Provide a timeline for your project.