

**Rotary Club of Bolton**

**Application for Funding**

The following application must be completed for every request made to the Rotary Club of Bolton regarding Charitable Giving and Funding requests. Please ensure that ALL questions are answered completely and that explanations are given (where requested).

The Rotary Club of Bolton is dedicated to working with charitable organizations that share our goal to help make a difference in both local communities and international regions where people are less fortunate. “All money that we raise through charity goes back to charity”. Our club will follow a formal review process of every request and provide prompt resolutions in all cases.

The Rotary Club of Bolton also needs your support. We have a number of significant events each year to raise the funds that we use to support organizations like yours. (Examples would be: The Haunted Hill Run in October. Along the Bunny Trail in April, A Golf Tournament in May…) Events like these need hundreds of volunteers and a huge effort in marketing. To keep in touch The Rotary Club will be asking that you use your communication systems to rigorously promote these events and also that you provide volunteers where appropriate to assist at these events. Our website is www.boltonrotary.ca and it can be accessed to review upcoming programs.

**Eligibility**

**We fund:**

* Organizations that are federally registered charities with the Canadian Revenue Agency
* Projects or programs that take place, both locally and worldwide, where Rotary has a business presence
* Charitable organizations that provide direct community service
* Programs with measurable social outcome
* Consider funding institutions, such as hospitals and organizations that have a direct impact on our community members

**Guidelines**

The Rotary Club of Bolton has established guidelines with respect to spending approvals. Please note the following:

Requests over $5,000.00 All requests for funding over $5,000.00 will require a motion put forth to the Board of Directors by the Committee Service Director most directly affected. Once approval has been given by the Board, final approval is required through a vote of the total membership of the club.

**Decision Criteria**

You must complete the following questionnaire for the Rotary Club of Bolton

 to consider funding your organization and/or project:

Date of Request:

Name of Organization:

Contact Person(s):

Address:

Phone Number:

E-Mail address:

Charitable Tax Number (if applicable):

**Amount Requested: $**

Questionnaire:

1. Is this a registered charity? YES\_\_\_\_\_\_ or NO\_\_\_\_\_\_\_

If NO, please explain

1. Is this request for (1) Operational?\_\_\_\_\_\_, (2) Equipment?\_\_\_\_\_\_

(3) Building?\_\_\_\_\_\_, (4) Other? If Other, please explain\_\_\_\_\_\_\_\_

1. Does this request meet a specific geographical area? Please Explain
2. Is there a specific committee or organization involved in this request?
3. Does any government agency already provide support to this cause? If YES, who?
4. Is this a budgeted Rotary Committee project?
5. If your organization has a budget, how much of your budget goes to cover volunteer expenses?
6. How is this decision beneficial to Rotary in the long term?
7. Will this project lead to sustained community visibility for Rotary?
8. Are you (and/or your organization) prepared to help out at various Rotary fundraising events?
9. Is this a “one-time” or “recurring” request?
10. What Rotary fiscal year will be affected?

(Rotary fiscal year begins July 1 and ends June 30)

1. Who does the decision affect:

(circle answer Y or N and please elaborate)

* 1. Youth? Y or N
	2. Families in Duress? Y or N
	3. Elderly? Y or N
	4. Under-privileged? Y or N
	5. Community? Y or N
	6. Others? Please list

**Proposal Checklist**

In addition to answering the questions above, Please attach the following information to your application:

* A brief statement of history, goals and accomplishments of your organization to date
* A written outline of your project and/or request (no more than 2 pages)
* A project budget showing anticipated expenses and outcomes
* A listing of other committed or approached donors, including government sources
* Most recent audited financial statements (must be less than a year old)

**Please send your documentation to** **boltonrotary@gmail.com**

**or mail to Rotary Club of Bolton, PO Box 405, Bolton, ON L7E 5T3.**

**Thank you for your cooperation and patience while we review your request. We will make every effort to address and respond to your request in a timely manner.**