

Guidelines - applying for funding

Please see the download link to the left for documents and instructions you will need in order to apply for funding for any purpose from the Rotary Club of Waterloo.

You will be asked for

- General information, such as your organization or individual name, contact method, your role etc.
- the reason for your application i.e., goals, objectives, and beneficiaries
- the history and results of your activity/organization thus far
- your proposal or plan
- your budget, and the names of other sources of funding you will be/are receiving.
- Why does Rotary want to get involved in your plan?
- Is this in keeping with Rotary's objectives? (e.g., how many+ which groups of people benefit from your project/plan?)
- A timeframe - please see Guidelines document for meeting dates.

We encourage you to read & follow the guidelines and instructions. They are designed to help you through the process. Your compliance enables us to understand and respond promptly to your application.

When complete, send the application to:

RotaryWaterlooFinance@gmail.com

Charitable Donations Guidelines Community Grants Rotary Club of Waterloo

The Rotary Club of Waterloo has been serving our community since 1963. Over the years we have provided financial grants to many different organizations. Grant requests are invited. They will be assessed against the following criteria:

1. Registered charities and non-profit organizations. Individuals will be considered under exceptional circumstances.
- 2.
3. Grants should provide a broad community benefit.
4. There should be a specific need or purpose clearly identified
5. Preference will be given to requests that align with our current strategic plan
6. Support will not be given for travel expenses
7. Grants are normally given for a one year period

Application should be made using the format outlined below. Grants are awarded four times per year. There are four deadlines each year for grant applications to be received:

Jan 31st
Apr 30th
July 31st
October 31st

Decisions on applications will be made approximately 6 weeks after these dates.

Instructions for completing grant application

General information

if you are part of a larger organization clearly identify where you fit in the overall organization, i.e., are you a local chapter, department, etc.?
make contact info as specific as possible

Objectives of your organization

- what part of the community do you serve?
give some historical background
include a concise mission statement

Purpose to which funds will be put

- give a clear and concise statement of the purpose, general goal and specific objectives of the project
- who will benefit from this project?
 - how many people will benefit from the project?
 - will there be continuing benefit to the community?
how has the need for your project been determined?
- include a timeline for your project

Measuring success

- what are the desired outcomes from this project?
- what are your plans for future sustainability?

Other sources of funding

- how will other money required for this project be raised?
- list other known or potential sources.
- give the status of fund raising

Budget

- submit a budget showing major categories such as personnel, equipment, supplies, rent
- what part of the budget is to be funded from this request?
identify sources for the other parts of the budget.

Public relations and recognition

Recognition to be given to Waterloo Rotary on all social media platforms and web sites if applicable

If these are not applicable, please provide information on how you will provide recognition

Other

- what else should we know about your project?
- is there anything that makes your project special or unique?

Grant Application
Rotary club of Waterloo

Name of Organization:

Address:

Telephone:

Web Site & email contact:

Name of ED/CEO:

Name of Board Chair:

Rev Can Charitable Business number: If applicable

Amount requested:

Date needed:

Briefly describe the objectives of your organization:

Purpose or project for which funds are being requested:

Describe how you will measure success:

Other sources of funding:

Budget for your organization and/or this project:

Public relations and recognition:

Other information you wish to add: