

ROTARY CLUB OF BELLINGHAM PROCEDURES FOR MAJOR PROJECTS RECOMMENDATION COMMITTEE

The purpose of the Major Projects Recommendation Committee (“Committee”) for the Rotary Club of Bellingham (“RCOB”) is to recommend to the Board of Directors of the RCOB major projects for RCOB sponsorship. The following procedures shall be followed by the Committee:

Application and Presentations.

TIMELINE: COMMITTEE START: MARCH/APRIL

SELECTION MADE: MAY/JUNE

FUNDRAISING PERIOD: OCTOBER-DECEMBER

OTHER SUGGESTIONS;

1. INCOMING PRESIDENT ON COMMITTEE

2. FUNDRAISING CHAIRMAN ON COMMITTEE AND INVOLVED IN SELECTION OF PROJECT

1.

- (a) **Tax Exempt Status:** All projects shall be for organizations which have 501 (c) 3 or similar federal tax-exempt status. Proof of tax exempt status is to be attached to the application.
- (b) **Application Form.** The application for funds shall initially be made in written form not to exceed five (5) pages 8½” x 11” double-spaced. The application must include the following:
 - (i) Full name, address and telephone number of the organization making application,
 - (ii) The mission statement of the applicant,
 - (iii) The purpose of the request,
 - (iv) A complete explanation of the project with supporting data,
 - (v) Manner in which Rotary would be recognized,
 - (vi) The amount of the request, and
 - (vii) The name and telephone number of a contact person for the applicant.
- (c) **Application Sponsor.** The application must be signed and dated by a member of the RCOB as the project sponsor. It must also be signed and dated by the authorized agent of the applicant. Digital signatures and/or verifying emails are acceptable.
- (d) **Submission.** A digital copy of the application shall be submitted to the Chair of the Committee on or before the specified date. All applications made to the Committee Chair shall be submitted to the Committee for review.
- (e) **Presentation of Request.** The applicant and the sponsor of the project shall be prepared to make an oral presentation to the Committee. If a presentation is requested by the Committee, the presentation may include photographs, videos, maps and other visuals and/or handouts. The committee may request additional information, clarification and explanation of the project.

2. Review of Project.

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- (a) The members of the Committee shall consider the applications and presentations, and determine the project(s), if any, they believe best meet(s) the guidelines.
- (b) The Committee shall forward its recommendation(s) together with explanation to the Board of Directors of RCOB for their review and final determination.
- (c) The Board of Directors of RCOB may approve, reject or modify the Committee's recommendation(s). Although not required, the Board may determine to seek approval of the recommended application(s) by the full Club membership.
- (d) The Rotary member sponsor of those applications which the Committee does not endorse shall be notified as soon as practical following the Committee's recommendation and RCOB Board's determination.

3. Committee Guidelines in Reviewing Project Requests.

The Committee shall use the following guidelines in reviewing project requests:

- (a) Preference should be given to projects that would benefit citizens of Whatcom County, Washington and further to citizens who live in the Bellingham and greater Bellingham area.
- (b) The Committee may consider projects for which fundraising may exceed a period of one (1) Rotary year.
- (c) The Committee in its discretion may consider partnership with other Rotary clubs and other partners or organizations if the size of the project warrants this, to accomplish the goals of the project.
- (d) The Committee shall consider the Club's major project history as well as the Club's visioning directives in the application review and recommendation process. The committee may also consider Rotary International's priorities and goals when reviewing applications.
- (e) The Committee shall consider funding applications that further the purpose of the organization making the request. The RCOB prefers capital projects. The committee may consider applications to provide funding for programing costs other than major maintenance. The committee will not consider applications to provide funding to retire debt.
- (f) Projects for which the RCOB is a participant shall require public recognition of the RCOB in a form recommended by the Committee and approved by the Board.
- (g) Where possible, projects shall include the opportunity of members of the RCOB to participate in the construction and fundraising of the project.
- (h) The Committee does not have the authority to determine the fundraising goal for recommended projects but may make a recommendation to the Board.
- (i) The Committee shall determine in its sole discretion whether it will recommend a project and the terms of that recommendation.

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4. **A RCOB Foundation Fund Drive Acceptance form must be signed by the RCOB President and the RCOBF President. Susie Thomson supplies updated form.**
5. **The MOU must be signed by the RCOB President and selected project top executives**
6. **The MOU must be signed by the RCOB President and officers of the selected project.**
7. **The Rotary Club of Bellingham Foundation must approve the selected Major Project, after RCOB board approval, prior to fundraising beginning. Contact Susie Thomson and current President of the Foundation, with documentation, of the project to get a vote of the directors.**