

REQUEST FOR PROPOSALS

AND

GUIDANCE TO RESPONDENTS

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Preamble: To recognize and celebrate 100 years of community service, the Rotary Club of Kentville (“the Club”) seeks proposals for funding of projects in the area of community service; for amounts up to \$50,000. To assist respondents, the Club has developed the following guidelines; consisting of “must have” information and such project details which will allow the Club to select the successful proponent or proponents, in a consistent and fair manner.

Mandatory Content:

1. Name of organization, address and contact person details,
2. Incorporation details and charitable tax number, the latter if applicable,
3. List of Officers and Directors,
4. Scope of Project (details),
5. Funding particulars, including but not limited to:
 - a. Cost breakdown and total,
 - b. Funding commitments to date from the public sector (Federal, Provincial and/or Municipal Governments)
 - c. Funding commitments from the private sector (We understand that some private donors may wish to remain anonymous, which should be indicated as such, without the necessity of donor disclosure.)
 - d. Plans to cover shortfall of cost versus commitments to date.
 - e. Specific intent for funds that may come from our Club and proposed timing of funding from this source.
6. Alignment with the Club’s priorities (see below).
7. Rotary recognition. Generally, what are your plans to recognize donors in general? If dependant on specific levels of funding, please describe. What specific plans would you have for our Club?

Selection Process: The deadline for receipt of proposals is Friday, August 31, 2025. Respondents are asked to submit their proposal in a digital format to the Secretary. A sub-committee of the Club’s Board of Directors will review the proposals. Those shortlisted will be invited to present to the Club’s membership at a meeting specially convened for this purpose; the date and time to be determined. Those not shortlisted will be so informed. The location will be confirmed prior to that date and full audio/visual services will be available. Proponents will be expected to speak for up to 10 minutes on

their project; highlighting the features and benefits of their project to their target market. A five minute Q&A session will follow each presentation.

About the Club: For one hundred and one years, under its mantra “Service above Self”, the Club has been serving our community, its disadvantaged and needy. Our regular programs include student scholarships and exchanges, community events and projects, persons with disabilities, and international projects (usually in conjunction with one or more Rotary Clubs globally). Locally, we work in collaboration with other Valley Rotary Clubs in meeting the needs of the broader community.

In 2025, the Club revised its Strategic Plan, which included a renewed focus on and priorities of:

- a. Youth, locally and internationally,
- b. Community service, with particular attention to persons with disability,
- c. International Service,
- d. Membership Engagement, Retention and Recruitment
- e. Financial Sustainability.

Interested proponents are invited to submit their proposals and address any questions they may have to:

Rick Graham, Secretary
Rotary Club of Kentville
Ph: 902-365-2867
Email: grahamrf8@gmail.com

THANK YOU FOR YOUR INTEREST!