

**Rotary Clubs of Kings County Charitable Foundation (RCKCCF)**

 **Request for Support Form**

**DISBURSEMENT PROCESS AND CRITERIA FOR CONSIDERATION:**

Applications are received annually between 1 January and 15 September. Following a screening process the number of applications is reduced to a maximum of five. The short-listed applicants will be invited to make a 5-minute public presentation to members from the Kings County Rotary Clubs at a Kings County Rotary Club joint club meeting.

Following the joint-club meeting, the paper application, content of presentation and feedback from participating Rotarians will be considered by the RCKCCF Disbursement Committee with recommendations made to the RCKCCF Board of Directors for decision. The Board will make final decision and inform all applicants prior to 31 December.

The criteria used to weigh application information includes at each stage of the process includes:

* Charitable Status recognized by the Canada Revenue Agency – Essential
* Community impact of the project/program
* Access to other funds by the applicant
* Sustainability of the project/program
* Risk of the Project/Program
* Management History of Applicant

**TERMS AND CONDITIONS**

Should your application be successful in whole or in part, the RCKCCF expects the following:

* A project completion report must be submitted to the RCKCCF within 3 months of completion of project
* The recipient organization must maintain records to show and account for funds awarded and if requested, make this record available to the RCKCCF
* Any portion of funds not used for the specific purpose of application must be repaid to the RCKCCF
* Recipient organizations will cooperate with any efforts of the RCKCCF to publicize the grant award

**INSTRUCTIONS**

Requests for support **MUST** be submitted electronically. You may use the fillable word document below or a PDF. If filled in by hand the document must be scanned and sent electronically. If filled in by hand the writing must be legible and the scan clear otherwise the application will be rejected.

Provide as much detail as you can to help the committee determine relative merits of your application.

You may digitally attach supporting documents to the application directly or within the email used to send completed application.

Your application by email will serve as an electronic signature of the applicant attesting to completeness and accuracy of the application as well as to accepting the terms and conditions set by the RCKCCF.

**Please submit your application to:**

**Office of the Secretary RCKCCF:** **rckccf@gmail.com**

**Details of Application**

**PROJECT APPLICANT**

**Name of Organization**: Click or tap here to enter text.

**Address**: Click or tap here to enter text.

**Revenue Canada Charitable Registration Number**: Click or tap here to enter text.

**Contact Person**: Click or tap here to enter text.

**Position**: Click or tap here to enter text.

**Telephone Number**: Click or tap here to enter text.

**E-mail**: Click or tap here to enter text.

**Date of Application**: Click or tap to enter a date.

1. Please provide the following information about your organization:
	1. Organizational Structure and Core Funding: Click or tap here to enter text.
	2. Core Activities: Click or tap here to enter text.
	3. Staffing and Operations: Click or tap here to enter text.
2. Have you Received Funding from Rotary before? Choose an item.
	1. If **YES** – Briefly describe the request (approximate date of application, project name, funding request and results)Click or tap here to enter text.

**Project Information**

1. Name of Project: Click or tap here to enter text.
2. Brief description of project including an outline of objectives, activities, sustainability, timeline and location: Click or tap here to enter text.
3. Client group being served by project (description and number):Click or tap here to enter text.
4. Expected benefits of the project: Click or tap here to enter text.
5. If your organization has been involved in a similar project, please describe challenges and successes: Click or tap here to enter text.
6. Total cost of project (with a summary budget): Click or tap here to enter text.
7. Estimated completion date of project: Click or tap here to enter text.
8. Specific purpose for which the funds will be used: Click or tap here to enter text.
9. Other possible funding sources/applications submitted: Click or tap here to enter text.
10. Will this project go ahead if you do not receive funding from the RCKCCF? Click or tap here to enter text.
11. Please briefly outline how your organization will recognize Rotary for the support: Click or tap here to enter text.
12. Please provide the official name of the organization a cheque would be made out to in the event your application is approved: Click or tap here to enter text.