



"Service Above Self"

Funds Allocation Guidelines

It is the mission of the Colchester Milton Rotary Club to positively impact those people who live in the communities that we serve.

Funding preference will be given to those organizations/projects that help to alleviate poverty, improve literacy and health, and promote service. Funds cannot be used to cover administrative costs.

The grants that we award generally range from \$250 to \$1000. This of course is a guideline only. Requests are reviewed on a quarterly beginning in July. The club has the ability to determine what the actual approved amount will be based on available funds and other priorities.

In order to apply for funds, the form below must be completed in its entirety. This form can then be emailed to kent@kentbooraem.com or mailed to the Rotary Club of Colchester-Milton, PO Box 82, Colchester, VT 05446.

**Charitable Fund of the Colchester Milton Rotary Club
Donation Request From**

Name and Address of Organization Requesting Donation (Please Print):

Are you exempt from income taxes under IRS Code Section 501 (c) (3)? Yes No

Please complete ALL of the following questions. Feel free to use additional pages if necessary.

1) Please describe the project or the program for which this money is requested. (The more detail you provide the easier it is for us to determine if your goals fit within our requirements.)

2) How will it meet the needs of the community? How many and who will be impacted? Please describe both short-term and long-term outcomes, if applicable.

3) What is the total project cost? What amount or percentage are you asking us to fund?

4) What will this donated money be used for (please be as detailed as possible)?

5) How long will the project take to complete? What are potential pitfalls that could delay completion?

6) As part of ongoing fundraising activities, and in order to assure more money is available for worthy projects in the future, we ask that you allow us to use this project in press releases or other media events. Please indicate below what specifically your organization will do to promote this project/donation to the community?

_____ We give permission for the Colchester Milton Rotary Club to use information about this project and our organization in newspaper articles, press releases or any other media promotion related to this donation.

_____ We prefer not to have the Colchester Milton Rotary Club use our organization in any publicity related to their charitable giving.

Please review this statement and sign below where noted.

As the recipient of a donation from the Charitable Fund of the Colchester Milton Rotary Club, we will promise to be stewards in good faith of this donation, understanding it comes 100% from the fundraising done by the Charitable Fund of the Colchester Milton Rotary Club, an organization exempt from income taxes under IRS Code Section 501 (c) (3).

We also agree to send you a follow up letter describing the success of the project/program for which this donation was given within 30 days of completion of said project.

Signature

Printed Name

Date

Title

Email

Phone