



Colchester Milton Rotary Club

Grant Application Instructions:

The mission of the Colchester-Milton Rotary Club is to positively impact those people who live in our communities and around the world. All Rotary Clubs focus on Rotary International's Areas of Focus; Peace and conflict prevention/resolution, Disease prevention and treatment, Water and sanitation, Maternal and child health, Basic education & literacy and Economic & community development. The Colchester-Milton Rotary is currently focusing our local efforts on food insecurity and substance abuse prevention.

All Grant Applications will be considered based on how the request will benefit the communities served by our club. Please review the following information to ensure that your application is completed properly.

Grant Application Instructions:

1. A Grant Applications shall be completed and submitted by a person within the requesting organization authorized and responsible for the donation request.
2. Completed Grant Applications must be emailed to Kathi O'Reilly, Chair, Funds Allocation Committee at info@cmrotary.org or mailed to Colchester-Milton Rotary, PO Box 50, Colchester, VT 05446.
3. Applications will be reviewed and considered by the Funds Allocation Committee on a quarterly basis. Exceptions can be made for time sensitive requests.
4. The Funds Allocation Committee will review, discuss, and vote on whether or not to recommend each donation request. Applications approved are presented to the Club membership for approval.
5. If approved, you will be invited to one or our weekly meetings to receive our donation.
6. Within (1) one year of our donation, the organization shall attend a meeting to share a summary of how the funds were used.

Donation Awarding Criteria:

1. All Grant Applications over \$500 must be sponsored / supported by a member of the Colchester-Milton Rotary Club.
2. Charitable donations must be used for projects or events that benefit the communities served by the Colchester-Milton Rotary Club, with some exceptions.
3. Charitable donations must only be used for the project or events defined in the Grant Application.
4. All Grant Applications must be in line with the principals and values of Rotary International and our Club.
5. Grant Applications will not be considered for political organizations or events, for-profit companies or individuals, with some exceptions.

6. All Grant Applications will be considered based on the needs of the organization and how the charitable donation will benefit the communities served by the Colchester Milton Rotary Club.
7. The Colchester-Milton Rotary Club reserves the right to refuse or deny any Grant Application.

Project/Event Summary Details:

Please include the following information regarding your project:

- Description of the project or event.
- Duration of project or event.
- The specific purpose of the request and how will it impact our communities.
- How charitable donation will be used for the project or event.
- Other funding sources for the project or event.
- Has the organization received funding from the Colchester-Milton Rotary Club in the past? If so what projects or events and what was the amount awarded?
- List your organization's contributions to the community.
- Budget.

DONATION REQUEST APPLICATION

Please select one:

General Donation Request

Emergency Donation Request

Organization: _____ Organization Website: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Is Organization tax exempt or non-profit?: Yes _____ No _____

Contact: _____ Title/Position: _____

Phone: _____ Email: _____

If approved; Make check payable to: _____

Project/Event: _____ Location & Date: _____

Community/ Area Served by Project: _____ # People Served: _____

Amount Requested: \$ _____ Total Project/Event Cost: \$ _____ + _____

Project/Event Summary:

By signing below, I (we) affirm that the information being provided is true and accurate to the best of my (our) knowledge and is in compliance with my (our) organization's policies.

Organization Representative _____ Date _____

We invite someone from your organization to consider becoming a member. Please list their name and contact information. _____