

**Allocations Policy**

1. **Current Statement in Procedure Manual**
	1. The Executive and the Allocation Committees are charged with the responsibility of making decisions on funding requests to the Club within the allocated budget.  Decisions are made using established general guidelines. The role of the Director of Allocations is to facilitate the decision making processes with the committees, communicate to all applicants and organize cheque presentations to successful applicants.
2. **Principles and Values**
	1. Promotes family values and healthy communities
	2. Provides opportunities primarily to assist youth, seniors and those in need from the greater Grande Prairie/Peace River area
	3. Results in strong local impact and while leveraging more local projects
	4. Follows Rotary’s Four Way Test
		1. Is it the TRUTH?
		2. Is it FAIR to all concerned?
		3. Will it BUILD GOODWILL and BETTER FRIENDSHIPS?
		4. Will it be BENEFICIAL to all concerned?
	5. All gaming allocations will be compliant with The Alberta Gaming & Liquor Commission (AGLC), Gain essential information on charitable gaming activities Resource Manual, *Use of Gaming Proceeds*, current edition (http://www.aglc.ca).
3. **General Guidelines**

Committee decision making will be guided by the following criteria:

The requesting group’s financial responsibility, commitment to the project and their eligibility to receive AGLC funds along with the collaborative nature , funding sources and long term viability of the project.

Does the project build capacity and address an identified community need and how unique and who and how many will benefit from the project will also be considered?

The final two criteria are; does the project have a “local” benefit with local representation and how will our Rotary Club be recognized.

* 1. *Our purpose is to enrich the lives of others, benefit humanitarian efforts, advance civilization locally and internationally.*
	2. *All funding processed through the Allocations Committees will be considered gaming revenue compliant with the AGLC*
	3. *Budgets for allocation will be set by the Executive Committee on an annual basis.*
	4. All applications will be considered. These are general guidelines only.
		1. All applications will be submitted to the Rotary Club of Grande Prairie, Director of Allocations.
		2. The Director of Allocations will;
			1. receive all applications formally through the RCGP Secretary,
			2. review and all applications and forward to the appropriate committee for decision-making,
			3. maintain on-going record of all applications, decisions and allocations ensuring timely response for all applicants,
			4. communicate decisions of the allocation committees/executive to the applicants,
			5. maintain a database of all applicants and decisions for report on an annual basis, and
			6. report to the Executive Committee as required using recommended support forms,
				1. Appendix C - Allocations Director's Checklist, and
				2. Appendix D – Fund Request Tracking
		3. Funds for individuals are not supported
		4. Core operational costs for groups are not supported
		5. No funding of other service clubs, foundations or groups.
			1. Specific projects, purchases and possible partnerships may be considered.
		6. All funds allocated will be compliant with the RCGP Principles and Values.
		7. No funding of religious organizations
		8. No funding of political parties or events.
		9. Local projects will have priority over out-of-province and out-of-country initiatives.
			1. It is preferred that dollars stay locally in the Grande Prairie and Peace Region.
		10. All requests must be submitted through the formal application process.
		11. Monies allocated to club driven projects will take precedence over all funding requests.
		12. The Executive may elect to approve funding for on-going projects independent of allocation committee decision-making.
		13. RCGP may designate “rest periods” for up to two-years for certain groups who have had multiple successful years attaining RCGP funding.
		14. The Rotary Club of Grande Prairie appreciates the following recognitions.
			1. Thank you letter,
			2. Promotional Photos,
			3. Marketing/media material, and if appropriate
			4. A short overview presentation of the project at a regularly scheduled Rotary meeting, possibly including the cheque presentation.
			5. Upon Completion (within one year);
				1. A one-page report describing the use of the funds (photos), impact on the organization, etc. (this material may be used on RCGP’s Facebook and website).
		15. All requests must be submitted in writing using the appropriate RCGP application form, budgets and any other relevant information according to deadlines provided.
		16. All applications will be crossed-referenced with our sister Rotary Clubs in the region.
		17. In order to determine a group’s eligibility for support, the application must be completed in its entirety (Appendix B – Funding Request Application).
		18. All questions must be answered in detail.
		19. The application will not be processed if the information is not complete and/or supporting documents are not attached.
		20. Applicants are encouraged to communicate with the appropriate allocation committee through the Director of Allocations to ensure applications are complete.
1. **Authority**

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| **Application Criteria** | **Authority** |
| Applications in good standing, not exceeding $5,000 | Local Donations Committee |
| Applications in good standing, exceeding $5,000 and less than $50,000 | Large Allocations Committee make recommendations to the Executive Committee. |
| Applications in good standing, exceeding $50,000 | Rotary Club of Grande Prairie Executive Committee in consultation with the general membership |
| International | International Committee make recommendations to the Executive Committee |

1. **Specific Application Guidelines**
	1. Applications will be received on a quarterly basis.
		1. Deadlines for submission
			1. June 15th
			2. September 15th
			3. December 15th
			4. March 15th
	2. RCGP estimates decision-making as follows.

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| **Allocation** | **Timeline** |
| Allocations up to $ 5,000 | 45 days after submission deadline |
| Allocations greater than $5,000 and less than $50,000 | 90 days after submission deadline |
| Allocations greater than $50,000 | 6 months to one year |
| Allocations International | Determined on a case by case basis |

* 1. **Allocation – Up to $ 5,000 (Small Donations Committee)**
		1. Allocations will be granted on a quarterly basis reflecting 25% of the total annual allocation budget. Unallocated funds will carry over to the next quarter within the current fiscal year.
	2. **Allocation – Greater Than $5,000 – Less than $50,000 (Large Allocations Committee)**
		1. Hold for future for future Committee input
	3. **Allocations Greater than $50,000 (Major Donations Committee)**
		1. The following is intended to guide RCGP Executive decisions when considering large requests (over $50,000). The Executive should:
			1. assess requests and realistically manage the Club’s liabilities in order to maintain a financially viable organization.
			2. maintain RCGP’s ability to support our local and international projects and fellowship activities.
			3. Inform and provide opportunities for input from the Club’s members prior to approving requests over $50,000.
		2. Allocations of this magnitude will be concluded within three-years to ensure continuity and familiarity at the executive level (President-Elect, President, Past President) in consideration of RCGP for liabilities.
		3. The Allocation Committees may ask for an applicant presentation to Executive and/or the membership.
	4. **Allocation – International (International Donations Committee)**
		1. Hold for future Committee input
	5. **Appendices**
		1. *Appendix A –* Gain essential information on charitable gaming activities Resource Manual, *Use of Gaming Proceeds*
		2. Appendix B – Funding Request Application
		3. Appendix C - Allocations Director's Checklist
		4. Appendix D – Fund Request Tracking