

**THE ROTARY CLUB OF WEST OTTAWA (RCWO)  
INTERNATIONAL SERVICE COMMITTEE (ISC)**

**GRANTING GUIDELINES  
& FUNDING APPLICATION FORM  
Updated June 2021**

**GENERAL INFORMATION**

**Source of Funds:** Currently, the primary source of ISC funding is RCWO's Annual "*Mum's for Thanksgiving*" campaign. .

**Purpose of RCWO's ISC Grants:** To provide funds for projects that emphasize at least ONE of The Rotary Foundation's (TRF's) "Areas of Focus; that is: (1) Peace and Conflict Resolution (2) Disease Prevention and Treatment (3) Water and Sanitation (4) Maternal and Child Health (5) Basic Education and Literacy (6) Economic and Community Development.(7) The Environment

A few examples, for clarification:

- Benefit children, youth and vulnerable populations in the areas of health, education, social development and life enrichment.
- Support the elderly and the physically and mentally vulnerable through community programs.
- Assist the homeless through community programs
- Provide disaster relief
- Support refugee care in disaster and high-conflict areas
- Promote economic development and helps eradicate poverty in economically disadvantaged areas
- Assist with the eradication, awareness-building and patient care of HIV/AIDS and other diseases
- Support initiatives to protect and enhance the environment

**Level of Support:** An annual grant of up to \$5,000 CDN may be awarded for any approved project; however, under exceptional circumstances, an annual grant may exceed \$5,000 CDN. . ISC financial support for any given project shall normally be limited to a maximum of three (3) years.

**Funding Preference:** Preference will be given to projects in which a RCWO member is physically involved.

**Restrictions:** Grants will generally not be awarded for operating purposes, deficit financing, endowment funds, or under any form of pledge arrangement. Grants will not be given to projects or individuals for sponsorships, travel, awards, fellowships, scholarships/bursaries, salaries or honoraria.

**Accountability and Reporting:**

Recipients of grants shall submit periodic reports as mutually agreed upon; as well as a final report on completion of the project, detailing the project achievements and expenditures.

In the case of projects involving multiple phases, RCWO will advance funds to support the initial phase. Advances of funds for subsequent phases will be facilitated by receipt of satisfactory reporting of the completed phase, as agreed upon.

These reports must be forwarded to the Chair of the ISC of RCWO;

A final report will include financial accounting, with supporting copies of receipts; as well as before and after photographs of the completed project, where applicable.

ROTARY CLUB OF WEST OTTAWA  
INTERNATIONAL SERVICES COMMITTEE

FUNDING APPLICATION FORM

In order to determine if your request meets our club's granting criteria, please provide the following information:

<b>PART A: THE APPLICANT</b>	
1. Name of the organization and/or individuals requesting the grant.	
2. Organisation's Business Number (BN), if any.	
3. Names, addresses and contact information for the principal officials of your organization.	

<p>4. Names, addresses and contact information for the principal officials of your international partner organization, if any.</p>	
<p><b>PART B: THE PROJECT</b></p>	
<p>1. What is the title of the project?</p>	
<p>2. What are the objectives of the project?</p>	
<p>3. Under which of Rotary's Areas of Focus does it qualify?</p>	
<p>4. Who will be the primary beneficiaries? Please define.</p>	

<p>5. Who will be the secondary beneficiaries?</p>	
<p>6. Will the project be conducted for (a) one year, (b) several years or (c) ongoing?</p>	
<p>7. How much money has been raised to date?</p>	
<p>8. What commitment of funds has been received from other sources?</p>	
<p>9. When will the project start?</p>	
<p>10. When will the project end?</p>	
<p>11. Have you or your organization previously requested The Rotary Club of West Ottawa to contribute to this or other projects of your organization? If yes, when and how much did you receive?</p>	
<p><b>PART C: FINANCIAL BACKGROUND</b></p>	
<p>1. Please provide a copy of audited financial statements covering a two-year period for the organization responsible for this project.</p>	
<p>2. Please provide (a) a detailed budget for the current year; and (b) for ongoing years, if applicable.</p>	
<p>3. If the project is ongoing, how will operating costs be met in future years?</p>	

<b>PART D: GENERAL BACKGROUND</b>	
1. Please provide general information about your organization: background, the issues you address, who benefits from your activities, and what you have achieved.	
2. What other agencies do you coordinate or partner with?	
3. What geographical area do you service?	
4. What recognition and publicity would Rotary receive if your grant request is approved?	