

THE ROTARY CLUB OF WEST OTTAWA (RCWO) INTERNATIONAL SERVICE COMMITTEE (ISC) – GRANTING GUIDELINES

GENERAL INFORMATION

Source of Funds: 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.

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

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 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 annual reports and a final report to the ISC on project achievements and expenditures.

GRANTING GUIDELINES

A grant applicant must provide the following information:

1. Name, address and contact information of the organization/individuals requesting a grant.
2. Business Number (BN). Formerly known as the Registered Charitable Number.
3. Name, address and contact information of the international partner organization.

PART A: THE PROJECT

1. What is the title of the project?
2. What is the purpose?
3. How much money is required and how will it be spent?
4. How much money has been raised to date?
5. What commitment of funds has been received from other sources?
6. When will the project start?
8. When will the project end?
9. 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?

PART B: FINANCIAL BACKGROUND

1. Please provide a copy of **audited financial statements** covering a two-year period for the organization responsible for your project.
2. Please provide the budget for the project.
3. If the project is ongoing, how will operating costs be met in future years?

PART C: GENERAL BACKGROUND

1. Give names of officers of the organization and members of the Board of Directors, if so constituted.
2. Please provide general information about your organization: background, the issues you address, who benefits from your activities and achievements.
3. With what other agencies do you co-ordinate or partner with?
4. What geographical area do you service?
5. What recognition and publicity would Rotary receive if your grant request is approved?