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| **Part A: Project overview** | | |
|  | | |
| **Project Name** | | |
| Project Sponsor: | | |
| Contact Information:  email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Description of project** | | |
|  | | |
| **Project Timeline** | Start: | Finish: |
| **Need:** Tell us what the need for the project is and how the project will address this need. | | |
|  | | |
| Expectation from Rotary: | | |
| 🞏 Fundraising 🞏 Leadership | | |
| **Part B: Alignment with Rotary’s Principles and Priorities** | | |
| Explain how the project meets the clubs principles and priorities. | | |
| * <https://www.rotary.org/myrotary/en/learning-reference/about-rotary/guiding-principles> | | |
| * <https://www.rotary.org/myrotary/en/learning-reference/about-rotary/areas-focus> | | |
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| **Part C: Project details** |
| **Impact:** |
| Who will benefit from this project? How will this project make our community a better place to live? |
| **Stakeholders** |
| Please attach letters of commitment from these stakeholders |
| **Partners**. |
| What other community partners have been approached with this project? Do you have letters of support from community partners? If yes, please attach to application |
| **Outcomes:** |
| What are the intended outcomes of this project? How do we measure its success? |
| **Recognition:** |
| How will Rotary’s contribution be recognized? |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part D: Budget** | | | | | | | | |
| **Is your project eligible for external grants?** | | | | | | | | |
| * Gaming Grants (BC) * District Grants * Rotary International Grants * Federal Grants * Other: (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| List in the table below all expected sources of funding for your project, both cash or in-kind, in Canadian dollars. | | | | | | | | |
| **Sources of Funding** | | | | | | | | |
| **Contributor** | | **Cash** | | **In-kind** | | **Confirmed** | | **Anticipated** |
| *eg. Municipal Gov’t* | | *eg. $5,000* | | *$15,000* | | 🞏 | | 🗹 |
| **Penticton Rotary Contribution** | |  | |  | | 🞏 | | 🞏 |
|  | |  | |  | | 🞏 | | 🞏 |
|  | |  | |  | | 🞏 | | 🞏 |
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|  | |  | |  | | 🞏 | | 🞏 |
| **TOTAL** | |  | |  | |  | |  |
| **These totals should be the same as the total “Funds from Sources” in the Budget Details Chart** | | | | | | | | |
| **Budget Details** | | | | | | | | |
| **Item**  (Please provide details for each) | **Amount requested from Penticton Rotary** | | **Funds from other sources** | | | | **Total for this category** | |
| **Cash** | | **In-kind** | |
| **Capital expenditures: (buildings, renovations, and/or repairs)** |  | |  | |  | |  | |
| **Capital assets:** |  | |  | |  | |  | |
| **Professional fees:** |  | |  | |  | |  | |
| **Staff wages & employment costs:** |  | |  | |  | |  | |
| **General Project Costs:** |  | |  | |  | |  | |
| **TOTAL:** |  | |  | |  | |  | |

|  |  |
| --- | --- |
| **Part D: Risk Management** | |
| Financial: | What expectation is there that Rotary commit funds beyond the project timeline? |
|  | |
| Reputational: | If the project is delayed, or fails, what is the risk to our community reputation? |
|  | |
| Workload: | Will the project place heavy demands on our club members? Has this been considered in light of other projects our club sponsors? |
|  | |

Is your organization or its members willing to volunteer for Rotary fundraisers/events? YES \_\_\_\_ NO \_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date