

ROTARY CLUB OF AVALON NORTHEAST
COMMUNITY FUNDING REQUEST POLICY
REQUESTS UP TO \$5,000.00

THE ROTARY CLUB OF AVALON NORTHEAST

The Rotary Club of Avalon Northeast is one of six Rotary Clubs in the St. John's area. For over twenty-five years, the club is proud to have served the communities of Paradise and Conception Bay South. The club has a proud track record in affecting change through community projects within its communities (large and small) and through international projects in the Philippines, Nigeria and Tanzania.

The Rotary Club of Avalon Northeast has a membership of approximately 40. Each year, club members engage in fundraising efforts in order to support projects locally, regionally and internationally. The Rotary club operates a registered charitable foundation to support its humanitarian projects.

ADMINISTRATION OF THIS POLICY

The Board of Directors shall, at the beginning of each Rotary year, identify a three-person subcommittee of the Board to receive, review and recommend the support of requests submitted. The Chair of this subcommittee shall be a Board member while the members may be drawn from either the Board of Directors or the Club itself or be a combination of both.

The subcommittee shall have the authority to receive and review requests received under this policy and shall, upon agreement between them, make recommendations to the Board of Directors for payment. The Board shall approve the recommendations of the subcommittee unless issues arise of a moral, ethical or legal nature to prohibit funding.

ELIGIBILITY REQUIREMENTS

- Applicants should be a charitable or not-for-profit organization that is community based and/or volunteer driven.
- Applicants may also be residents of the community with needs based in any of the areas of funding focus. These applications will be adjudicated and reviewed on a case by case basis by the Board of Directors based on funding available.
- Where the request is to support a project, the project will build on community strengths and assets, utilizing community skills, knowledge and experience as appropriate.
- Collaborative partnerships are desirable where possible.
- Applications may be for long term or short term projects as well as for one-time sponsorships.
- Where requested, successful applicants are asked to submit a final report providing a results-oriented summary of the project or initiative. Successful applicants may also be asked to address the club during a regular club meeting.
- Successful applicants will be required to recognize the Rotary Club of Avalon Northeast's support for the initiative or project in a manner agreed upon by both parties.

FUNDING CATEGORIES

Under \$5,000.00	<ul style="list-style-type: none">• Requests for specific initiatives, projects or one-time assistance.• Requests from persons in the community who have a specific need (i.e. medical, family, etc.) – adjudicated on a case by case basis by the Board of Directors.
Over \$5,000.00	<ul style="list-style-type: none">• Requests for amounts over this threshold will be directed to the Club's Request for Proposal process

AREAS OF FUNDING FOCUS

The Rotary Club of Avalon Northeast provides financial support to a variety of areas (i.e. non-profits in diverse fields to improve the lives of community members; as seed money for larger projects which use time, talent and resources; scholarships; community support, etc.); and, one-time support for community members with a specific need. Assistance is generally assigned one of the following funding areas:

- **CHILDREN AND FAMILIES** – The Rotary Club of Avalon Northeast seeks to support activities that strengthen families and help build sustainable neighbourhood environments that care about family development and the safety of our children. Funding will be considered for areas that develop the strengths of families and young people and in so doing increase the potential for children and families to thrive in our neighbourhoods. We encourage projects that promote safe neighbourhoods, healthy home environments, support positive behavioural changes and encourage family communication and involvement in the community.
- **CULTURE AND ARTS** – The Rotary Club of Avalon Northeast seeks to support programs and organizations that enhance our cultural understanding and provide experiences that improve our sense of community. Included specifically are arts organizations providing music, drama and art which serve to inspire creativity and enrich the mind and which ultimately enhance cultural activities in the Conception Bay South and Paradise areas. Funds will be considered for new and existing organizations which strengthen the sense of community in our area through cultural programs that broaden accessibility for area residents to participate.
- **COMMUNITY ENGAGEMENT** – The Rotary Club of Avalon Northeast seeks to support programs and organizations that propose practical approaches to resolve current community problems and promote a sustainable community. WE wish to promote neighbours vested in a shared commitment to their common home, projects that are likely to make a clear difference in the quality of life of a substantial number of area residents and activities that are collaborative models of service, voluntarism and community leadership development. Funds will be considered for programs and organizations that promote expanded knowledge and examination of humanitarian issues and propose solutions that improve the quality of life in our area.
- **EDUCATION AND LITERACY** – The Rotary Club of Avalon Northeast seeks to support education programs and projects that ensure all students gain access to an education of the highest quality which prepares them for success in today's knowledge-based economy. Specifically included are programs that advance literacy. Funds will be considered for projects and programs that expand educational capacity, adhere to high standards, are innovative and strengthen learning for a full

range of students. Projects should be mindful of improving conditions and learning opportunities for youth at risk, children with learning needs and any student who is in a disadvantaged learning situation.

- **ENVIRONMENT AND PRESERVATION** – The Rotary Club of Avalon Northeast seeks to support organizations and activities that enhance our way of life through good stewardship of the air, land and water that sustain our community and support the welfare of all life, both human and animal. Recognizing that our daily lives are enriched through our unique geographic surroundings, funds will be considered for projects that incorporate respect for nature, engender a healthy environment for people and animals and promote practices that have a sustainable positive impact on the community.
- **HEALTH AND HUMAN SERVICES** – The Rotary Club of Avalon Northeast seeks to support organizations and projects that improve conditions and opportunities for those who are poor and/or disadvantaged, especially for vulnerable populations such as our youth, seniors and those living in poverty. Of particular interest is effective healthcare and housing programs and related support activities that expand basic services for residents in our community. Funds will be considered for programs and organizations that emphasize improving self-sufficiency for residents who require assistance in day to day living with special attention to the infirm, disabled, youth, seniors and those living in poverty. Projects should have potential to make a significant impact on the quality of life.

GUIDELINES FOR FUNDING

Under \$5,000.00

The Club shall make available a maximum amount in its yearly budget to be distributed on a monthly basis to those meeting the guidelines below. Where no distribution is made within a certain month, the funds may, upon request from the subcommittee and at the discretion of the Board, move forward to the following month until the maximum amount identified in the budget has been expended.

1. Requests for support shall be received by the Chair of the appointed subcommittee.
2. All applications or requests for support shall fall within the identified funding focus areas. If an application or request falls outside any of these areas, it shall not be considered.
3. The Chair of the subcommittee shall convene on an as needed basis a meeting of the subcommittee to review requests/applications received.
4. The subcommittee shall review the request in line with the funding available and impact on the requesting body and the club itself.
5. Once agreed, the Chair of the subcommittee shall submit to the Board of Directors either at its regular monthly meeting or via an electronic vote, recommendation(s) for support.
6. Once approved by the Board of Directors the funds may be disbursed.
7. Persons/organizations receiving funding must adhere to eligibility requirements and funds disbursed must have an accompanying letter outlining the requirements.
8. All requests for funding shall go through this process. No request will be supported by the Club that has not been through the identified process and been recommended to and approved by the Board of Directors.
9. The Club may choose NOT top up any cause/project/endeavour funded by fundraising within the club by club members without previous approval and vetting through these guidelines. Where

approval is granted, the amount provided by the Club out of available funds may not fully match the amount raised by the members in any case but will be determined by the subcommittee appointed by the Board.

Under this category, requests for the following types of funding will NOT be considered:

- Multi-year funding requests
- Capital campaigns (bricks and mortar projects) – these requests will be forwarded to the RFP Process of the Club
- Travel, accommodation, meal expenses, conference fees, field trips and tours – this will not apply to Rotarians engaged in humanitarian work nor attendance of Rotaractors/Interactors to Rotary sponsored events
- Duplication of direct and indirect donations to the same organization
- Debt reduction or operating expenses
- Courtesy or program advertising
- Direct mail campaigns
- Business or contract fundraisers
- Religious groups
- Political parties

DEADLINE FOR FUNDING REQUEST SUBMISSIONS

Funding requests will be received throughout the Rotary year and addressed as funds permit. Once the funds identified for expenditure have been exhausted, all requests will be forwarded to the next year's requests.

APPLICATION REVIEW PROCESS

Step 1	Application is received by the appointed subcommittee Chair.
Step 2	A member of the subcommittee checks to see that the organization and the submission meet the basic eligibility requirements and that the application is complete and includes the necessary information. Additional information may be requested.
Step 3	The subcommittee reviews and investigates the application and requests additional information or clarification if required.
Step 4	The subcommittee recommends approval of full or partial support.
Step 5	If the application is approved, the subcommittee Chair will notify the applicant and meet to discuss the terms and conditions as identified by the approval process.