

**ROTARY CLUB OF
BELLEVILLE**
ONTARIO, CANADA est.1920

CAPITAL SPENDING GRANT APPLICATION

The Rotary Club of Belleville, Ontario, Canada is a part of one of the greatest service clubs in the world. Rotary is an organization of business and professional leaders united worldwide who provide humanitarian service, encourage high ethical standards in all vocations and help build goodwill and peace in the world. In more than 160 countries, approximately 1.2 million Rotarians belong to more than 30,000 Rotary clubs.

Name of Organization: _____

Address: _____

Phone: _____ Fax: _____

Name of Applicant: _____ Position/ Title: _____

Email: _____ Website: _____

In order that your request for a grant may receive proper consideration, please complete each section of the folder in as detailed a manner as is practicable. If using a computer or if you choose not to use this folder, please follow the format exactly.

Please note that the Committee reviews grant applications once a year: Applications must be received by January 31st. Funding must be used for programs offered in Belleville ON. Maximum request amount per application \$25,000

1a. Briefly describe your organization (its purpose, date of establishment, programs(s) and past accomplishments).

1b. Does your organization have an Income Tax Chartable Registration Number?

YES NO If so please record:

1c. Please state your mission statement and mandate.

1d. What is the geographic area served by this project/activity/program?

2. Is your organization associated or affiliated with any other organization in this or similar activities? YES NO

3. Briefly state your proposal and what you seek to achieve through a grant. What will be different, who will benefit, what is the lasting impact?

4. What is the duration of the project? How many individuals in the Belleville area will this program serve this year? How many are new to the program each year?

4a. Outline the budget requirements of your proposal and indicate the specific amount of grant money you are requesting. Please include a complete budget outline of all revenue and expenses of project/ program funding request.

5. Is your organization supported in any way by grants or assistance from government or government agencies? YES NO Give details:

6. What other individuals or organizations financially support your proposal or related proposals, and to what extend?

7 Describe how the requested funds will be used.

8. Has support been requested from other sources ? YES NO

9 . Have you received money from the Rotary Club of Belleville in the past? If so when?

10. What are the main obstacles that inhibit the fulfillment of your mission?

11. If your organization was not successful in receiving funding amount how would this impact your program/service?

12. How will you measure the success of your proposed project?

13. If this funding request is approved how will you recognize the Rotary Club of Belleville?

Additional Comments:

Notes

A. Upon receipt of the completed application, The Rotary Club of Belleville may make independent inquiries as to the merits of the proposal, and particularly as to whether or not it falls within the guidelines established by the Rotary Club of Belleville and Rotary International.

B. If funding is provided, The Rotary Club of Belleville reserves the right to satisfy itself that the money is spent in accordance with the approved application and may require an accounting to this effect. A Follow up Report must be submitted.

C. Approval of funding does not imply that this project has been accepted for on-going annual support.

Signature of Authorized Applicant _____

Position in the Organization _____

Date of Application _____

Complete application should be sent to:

Brenda Snider/Pat Feasey
Capital Spending Committee
PO Box 22082
Belleville, ON K8N 5V7

Additional Documents required with application:

- 1. Annual Operating Budget**
- 2. List of Officers and Directors of organization**
- 3. Current Audited statements (2 years)**
- 4. References (up to three references)**
- 5. Budget of program/ service for funding request (maximum of 25% of request to be allocated to operational expenses.**

AGENCY ENDORSEMENT

I _____ certify that to the best of my knowledge, the information provided in this application is accurate and complete, and that this funding request is endorsed by the organization I represent.

I also certify that if funding is approved, the organization I represent will provide the required reports of finances and activities.

The Board of Directors is aware of its responsibilities, as dictated by the Ontario Corporations Act, the Income Tax Act, the Ontario Human Rights Code, the Charities Accounting Act, and the Charitable Gifts Act. Further, the Board of Directors agrees to operate in accordance with the guidelines and policies of the Rotary Club of Belleville.

BOARD/EXECUTIVE APPROVAL

This application was approved by the Board of Directors/Executive at its meeting of:

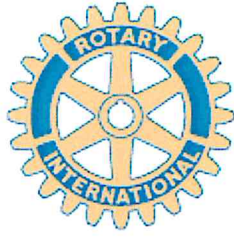
Date: _____

Copies of Minutes Attached.

ENDORSEMENT Signature of Chair of Board (or Designate) _____

Name (please print)

Date Signed



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Capital Spending Grant Follow up Report

Organization: _____

Contact Person: _____

Phone: _____ Email : _____

Amount of Grant: _____

Follow up Report Checklist:

- One original Follow up Report
- Any Support materials such as (Photos, newspaper coverage, promotional materials etc)
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1. Describe how the requested funds were used.

2. What was accomplished with the funding and what do you feel are the lasting benefits?

3. Report on the success of your project. Describe any unanticipated outcomes, benefits or challenges. How many individuals or groups benefited?

4. What were the methods of promoting and marketing the activity or service?

I/We certify that the information provided in the follow up report is true and correct

Authorized Signature(s)_:

Applicant _____ Date: _____

Applicant _____ Date: _____