



## Request for Financial Support

**Date:** \_\_\_\_\_

Applicant: \_\_\_\_\_

Registered Non-profit organization     Registered Charity # \_\_\_\_\_

**Please provide supporting materials if available:** brochures, annual reports, and similar materials to describe the requesting organization. *Non-profit organizations and charities must submit a copy of their last annual report.*

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Rotarian Contact (if applicable): \_\_\_\_\_

If your request is successful who is the cheque made payable to? \_\_\_\_\_

**Project Description: (feel free to use more space if required)**

**Describe how the community will benefit from this project.**

This is a new project     This is an ongoing project

The total anticipated number of participants is \_\_\_\_\_

**Financial Information**

Amount requested: \$ \_\_\_\_\_ Date required by: \_\_\_\_\_

Specific Use of Funds: \_\_\_\_\_

Describe the fundraising activities that have taken place to raise funds for this project?

We have requested funding from other organizations for this project as follows:

| Organization | Contact | Telephone | Requested | Committed |
|--------------|---------|-----------|-----------|-----------|
|              |         |           |           |           |
|              |         |           |           |           |
|              |         |           |           |           |

How will the Rotary funds be used? (feel free to use more space if required)

A copy of the project budget including anticipated revenues and expenses is attached

How will the Rotary Club of Sooke be recognized for its support?

Each Spring our Rotary Club hosts an Auction & Spring Fair to raise funds for community service that in turn fund these grants. In what ways can your organization be involved in this event?

- booth
- auction donation
- volunteer
- other

**For Rotary Use Only**

|                               |  |
|-------------------------------|--|
| <b>Assessment:</b> ___ / 20   | <b>Request No.</b> _____                   |
| <b>Decision:</b> _____        |  |
| <b>Committee Chair:</b> _____ | <b>Date:</b> _____ <b>Cheque No:</b> _____ |

## Instructions for Requesting Financial Support

Applicants must use this form and supply all of the requested information.

Requests should be aligned with the Objects of Rotary and with the explanations on this form. Requesters should review the web sites of the Club (SookeRotary.com) and Rotary International (Rotary.org) for background information.

In general, the Club will support projects that are aligned with our three Avenues of Service:

- Community Service – activities include promoting the welfare of people in the community by providing assistance and support to those in need, improving the community's environment, and showing leadership in citizenship; or
- Youth Service – to assist young people and youth projects in our community: or
- International Service - to advance international understanding, goodwill, and peace.

**Minor Support:** Amounts are usually in the range of \$100 to \$2,000. Examples include:

- Donations to the Food Bank, hosting the Salvation Army Kettle, etc.;
- Support for deserving students from Sooke, over and above our existing scholarship/bursary program; including programs that help youths at risk.
- Community events such as sports team events and group initiatives.

**Major Support:** Amounts are usually in the range of \$5,000 to \$75,000. The typical project would meet these criteria:

- Rotary's participation is crucial to the project. The project is unlikely to proceed without the Club's support.
- The project offers an opportunity for Rotarians to be engaged hands on, using basic skills.
- The project will provide permanent recognition in the community of Rotary's involvement.

Examples of major projects supported by the Club include:

- SEAPARC Youth Bus
- Rotary Pier
- Skateboard Park on Throup Road
- Baseball diamond in Otter Point
- Steps from the SEAPARC Recreation Complex to Stan Jones Field
- Community sign off the highway near Philips Road
- Installation of the climate-control system in the museum archives

For major projects, please attach plans, diagrams, budgets, and similar documentation. The process for major support usually takes six months or more and could include working meetings with the requesting organization.

### Review Process

Applications received between Oct 16 and Jan 15 will be reviewed and, if successful, awarded by Feb 1; between Jan 16 and May 15<sup>th</sup> by June 1 and between May 16 and Oct 15 by Nov 1.

A Rotarian may contact you for clarification or if more information is required. Successful applicants should be prepared to make presentations about their projects at a Club meeting.