



Bremerton Rotary Club Request for Funding

Requests for funding must be submitted **in writing**. Applications can be submitted via email as a PDF to secretary@bremertonrotary.org or via mail by sending **THREE COPIES** to Bremerton Rotary / PO Box 242, Bremerton, WA 98337.

Organizations are encouraged to submit request a **minimum of 60** days prior to date funds are needed. To request funds from Bremerton Rotary Club, please provide the following information in the order listed:

1. Organization information:
 - a. Organization name
 - b. Organization address
 - c. Organization web site
 - d. Contact name, phone number & email (person completing request for funding)
 - e. Name and contact information for executive director
 - f. List of staff and board of directors for organization
 - g. Proof of non-profit status
2. A statement including the organization's mission statement, and a description of the organization's impact on the local community. Include any recent accomplishments (no more than 1 page).
3. A summary of the proposed program or project, including specific goals, objectives and a timeline or statement of the duration of the program. Please indicate who will be served/benefit from the program/event, and the potential impact of program or event on the local community (no more than 2 pages).
4. Budget information including:
 - a. The total budget for the project
 - b. The dollar amount requested from Bremerton Rotary
 - c. A list of other sources of support for the project or program (organizations committed to project/event as well as those you plan to approach for funding)
 - d. If the request is to support an ongoing program, how will the program be funded when initial funds are depleted?
 - e. Statement indicating if your organization been funded by Bremerton Rotary in the past and if yes, list date, project name and amount funded.
5. A statement outlining recognition the Bremerton Rotary Club will receive for its support. Examples include: logo or mention in advertising, program, newsletter or poster; social media or web site exposure; recognition at event or other organization event/function, etc.
6. Other than money, are there other ways our Club might help your organization, such as volunteering?

The Rotary Club requires a summary report at the end of the organization's fiscal year or at the end of the project for which funds were requested. This report should include how funds were used and the impact on our community. (one copy; same addresses as above) at the end of the organization's fiscal year or at the end of the project for which funds were requested. This report should include a description of recognition given to Bremerton Rotary, and copies/photos/screen shots of any marketing materials or other Rotary recognition.



Bremerton Rotary Club Request for Funding Frequently Asked Questions

Q: How often does Bremerton Rotary meet to consider requests?

A: *The relevant committees meet monthly or whenever necessary depending on requests received.*

Q: What is the deadline for requesting funds?

A: *There is no deadline, but your organization should plan on at least 60 days in advance of need. (I tend to think we shouldn't have a firm schedule, to allow flexibility to address the needs that come up. But the committees should decide this.)*

Q: What is the average size of a grant?

A: *Capital Project grants can cover multiple years and have been funded up to \$50,000 or more. Grant amounts vary widely. Community welfare grants are funded once and average \$500 to \$2,500. For a complete list of programs and events funded by Bremerton Rotary, please visit our web site at www.BremertonRotary.org.*

Q: What is the funding criteria / what programs & events does Bremerton Rotary typically support?

A: *Human needs within our community, with a particular emphasis on projects benefiting youth.*

Q: Will you consider multi-year grants?

A: *Yes, if for capital projects.*

Q: Will you consider grants for operating expenses?

A: *Yes, on a case by case basis.*

Q: Will we need to make a presentation to the Rotary board?

A: *This depends upon the request; is not normally required. We do, however, invite all groups funded to send a representative(s) to attend a Bremerton Rotary meeting as our guest for a check presentation.*

Q: What type of reporting is required of organizations receiving funds from Rotary?

A: *The Rotary Club requires a summary report at the end of the organization's fiscal year or at the end of the project for which funds were requested; this report should include how funds were used and the impact on our community.*

Q: Our application for tax exempt status is pending. Will you consider our proposal?

A: *Yes, if you can show that your IRS Form 1023 application has been submitted.*