

Rotary

Kamloops Daybreak



GRANT APPLICATION

The Rotary Club of Kamloops Daybreak was chartered on April 1 (April Fools Day), 1986, a fitting date! We are a friendly boisterous group which enjoys hands-on projects and supporting worthwhile causes; both in our community, and in developing countries. Our club accepts funding requests three times a year from local organizations. Applications that meet the guidelines are not automatically guaranteed funding. The Grants Committee reviews applications based on our funding priorities/ preferences and available resources.

GUIDELINES

- **DEADLINES:** Grant applications are due September 15, January 15, and May 15. Granting decisions will be made by the first day of the following month: October 1, February 1, and June 1.
- **AMOUNT:** The Grants Committee can approve funding of up to \$5,000 for any given project. Requests of more than \$5,000 may be funded at \$5,000 (or less) or the committee may decide to bring the request forward to the Rotary Club of Kamloops Daybreak Board of Directors for review and decision at their next meeting. This will likely mean the funding decision will be delayed from what is stated above. Only extraordinary requests above \$5,000 will be taken forward to the Board and most applications should not request more than \$5,000.
- **GUARANTEE:** Applications that fit our criteria are not automatically guaranteed funding and may be funded at a lesser amount than what was requested.
- **NOTIFICATION:** Grant applicants will be notified by the Grants Committee Chair whether successful or unsuccessful.
- **NOT-FOR-PROFIT:** Applicants must themselves be a not-for-profit organization or be partnering with a not-for-profit organization on the initiative the funding would serve.
- **ADDITIONAL INFORMATION:** Applicants may provide up to one (1) page of additional information to supplement their request if they so desire. Please do not provide additional information beyond the application and one extra page. If further information or clarification is required, the Grants Committee Chair will reach out. If information is shared beyond what is specified here, it will not be used in the assessment and may negatively impact the application. Additional sheets to answer the application questions or to share a budget are acceptable provided word limits are adhered to.
- **PRESENTATION:** Applicants whose funding request is successful must attend a Rotary meeting to make a short presentation explaining how the support was utilized. The Rotary Club of Kamloops Daybreak will reach out to coordinate this. Failure to appear if requested may negatively impact future applications. Our club meets on Friday mornings at 7am at the Delta Hotel on Victoria Street.

- **CHEQUE PHOTO OP:** By submitting an application, applicants agree that they will coordinate with the Grants Committee Chair and be available for a cheque presentation photo opportunity with members from the Rotary Club of Kamloops Daybreak.
- **ONE TIME FUNDING:** Requests should be for one-time funding of a project or initiative.
- **TIMING:** Requests to support projects which have already occurred will not be accepted.
- **EVIDENCE:** Upon request, successful applicants are expected to provide evidence the funding was used as stated in this application. Applicants will have 30 days from the date of the emailed request from the Grants Committee Chair to provide such evidence.

Please ensure that you have read the guidelines and that you understand that not adhering to them may negatively impact this and future applications.

PRIORITIES/ PREFERENCES

Preference will be given to funding requests that

- provide a long-lasting positive impact in our community.
- provide benefit in the following areas: Elders/ Seniors, Youth at Risk, Indigenous, Poverty, Literacy & Children/ Youth. However, The Rotary Club of Kamloops Daybreak funds initiatives in all areas so all requests are encouraged. The identified areas above will only be utilized to prioritize applications should there be more requests than funding available.
- have a hands-on component where our club can get involved.
- have a large community impact as opposed to benefitting only a few individuals.
- demonstrate other sources of funding where the request is not expected to cover the full need.
- offer an opportunity for Rotary Club of Kamloops Daybreak branding, especially if our logo can be placed on something permanent/ long-lasting, such as a sign.
- are new funding requests from organizations/ projects that we have not funded recently.
- present a completed application form and have adhered to our guidelines.

In general, we will NOT fund:

- Requests from individuals.
- Operating costs.
- Costs tied to travel.
- Wages.
- Playgrounds, unless they are available to the general public.

HOW TO APPLY

1. Determine if your project fits our guidelines and priorities.
2. Fully complete the application form below. Failure to complete the form fully may have a negative impact on the request.
3. Email the completed form to daybreakgrants@gmail.com by any of the three deadlines: September 15, January 15, or May 15. Hardcopy applications will not be accepted.

ROTARY CLUB OF KAMLOOPS DAYBREAK FUNDING APPLICATION

Date of Application:

APPLICANT INFORMATION:

Applicant Organization:

Non-Profit #:

If Applicant Organization is NOT a Non-Profit, then please include the name and Non-Profit number of the Non-Profit partner organization:

Project Contact:

Cheque Payable To:

Phone Number:

Email:

Address:

City:

Province:

Postal:

Website:

Briefly describe the organization(s) requesting funding (*500 characters*):

PROJECT INFORMATION:

Name of your project:

Date(s) of your project:

How much is the funding request:

Geographic area benefitting from and/ or impacted by this project:

Type of Request:

Cash Only

Hands-On Assistance Only

Hybrid – Cash & Hands-On

If there is a hands-on component to the project, please elaborate further (*250 characters*):

Which Daybreak priorities does this project address: Elders/ Seniors Youth at Risk
Indigenous Poverty Literacy Children/ Youth Other

Describe the project/ initiative the grant would fund (*750 characters*):

How many people will this project benefit/ impact?:

Describe the impact of this project on those involved—who will benefit (*500 characters*)?

How long will the project have a benefit/ impact?

Has the Applicant Organization been funded by the Rotary Club of Kamloops Daybreak in the last 3 years?

Yes No

If yes, for what project(s)/ initiative(s) (*Please include dates of funding*)?

If successful, how will this grant be recognized by your organization (500 characters)?
Please note that costs for items such as plaques and signage identifying the Rotary Club of Kamloops Daybreak, may be borne by our club if a request is made by the applicant.

Any further information you'd like to share (500 characters)?

BUDGET:

Please provide a budget for this project including expected/ confirmed revenues and expenses. Please include all information relevant to this project but limit the budget to one (1) page.

What other financial contributions will be required to make this project/ initiative a reality (300 characters)? *State which are confirmed and which are pending.*