

November 2017

Rotary Club of Canmore  
Community Service Committee  
Request for Funding

Application Instructions

The Rotary Club of Canmore's Community Service Committee is seeking submissions for local projects. These projects should be community-focused and benefit residents of the Town of Canmore and surrounding area (east of Banff National Park including the MD of Bighorn and the Kananaskis region).

Successful applicants will receive a one-time grant, normally ranging between \$1,000 and \$5,000, which may be applied to either a new or existing program or initiative. Note that only charitable organizations or not-for-profit groups may apply. Individual recipients are not eligible.

The application deadline is **January 31st, 2018** and it is anticipated that funds will be disbursed to successful applicants by late February or early March of 2018. Applications for funding are to be made electronically as an attachment to an e-mail sent to the Rotary Club of Canmore/Community Services Committee care of Bob Ellard at [bob@ellarddesign.ca](mailto:bob@ellarddesign.ca)

The following background information must be included with the application: the Applicant's mission statement, annual operating budget, brief outline of the organization's / community group's history, summary of existing programs, and the name, phone number, address and e-mail address of the contact person.

Funding proposals must include the following information: the program or initiative title and timeline (start / finish dates), a budget - detailing all sources of revenue and expenditures for the program or initiative, a description of the intention and expected impact of the program or initiative and who are its beneficiaries, what need(s) will be met, how the Rotary Club of Canmore's contribution will be recognized and, if others are supporting the project, who they are and what their contribution has / will be.

All applicants will be contacted on the status of their application by the end of February or early March 2018. For more information on this Rotary funding initiative – please contact Bob Ellard care of [bob@ellarddesign.ca](mailto:bob@ellarddesign.ca)