**Rotary Club of Okotoks Donation Application**

The Rotary Club of Okotoks Community Service Committee reviews all applications for funding from community groups, large or small. Please submit completed forms to OkotoksRotary@gmail.com.

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| --- | --- | --- | --- |
| **Submission Date:** |   |  |  |
|  | **MM** | **DD** | **YYYY** |

**Rotary Champion:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Project Name:** |  |

**Name of Organization Applying for Funding:**

|  |  |
| --- | --- |
| Name: |  |
| Organization: |  |
| Address: |  |
| City: |  |
| Postal Code: |  |
| Phone No.: |  |
| Email: |  |

**total amount of funding required for the project: $\_**\_\_\_\_\_\_\_\_

**total amount requested of Okotoks Rotary Club: $\_\_\_\_\_\_\_\_\_**

**Have you Received our Rotary club Funds in the Past (we like to build on relationships, while also welcoming new applicants): Yes / No If so, amount: Date:**

**Have you approached other Rotary clubs in addition to the Okotoks Rotary Club? (We strive to leverage our Rotary Club funds with other Rotary clubs, community funds or private donors)**

\_\_\_\_\_Yes \_\_\_No

If so, which ones:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date(s) that rotary funding is required:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Focus - please circle as appropriate**

* Children's programs
* Youth at risk
* Poverty reduction
* Adult and child literacy
* Mental health
* Seniors’ assistance
* Other community needs

**Project Description -** include sufficient details for Rotary Members to have a complete understanding of the scope of the project, who will benefit, what Rotary funds will be used for, specific milestones of the project, timeline for receipt of funds, etc. The committee looks for proposals that will:

* Impact local community needs
* Have a sustainable impact beyond the life of the project
* Be achievable without ongoing financial support for our Rotary Club
* Be targeted to direct community benefit
* Be proposed by an organization with sustainable financials

**Overall Goals of the project/program:**

|  |  |  |
| --- | --- | --- |
| **Goal***Examples:*1. *To increase access for children to play team sports*
 | **Objective / Target***Examples:**1. Build a community ice arena* | **Key Performance Indicators***Describe how you will report your success to the club* |
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**Project Beneficiaries (description, need and anticipated number)**

**Sustainability**

Explain how the beneficiaries will be served beyond the Rotary Club of Okotoks financial contribution.

**Project Timeline:**

\_\_\_\_\_New Project. Date of completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Existing Project. Date of completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recognition of Rotary contribution** (highlighting Rotary’s role enables us to do more in the community)

Is there an opportunity for Naming Rights for the Rotary Club of Okotoks: \_\_\_\_\_Yes \_\_\_\_\_No

Other forms of recognition? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Partners in the Project**

List all partners involved in the project identifying both cash and in-kind commitments.

|  |  |  |
| --- | --- | --- |
| **Partner** | **Cash or In Kind** | **Total Commitment to your Project** |
|  |  |  |
|  |  |  |
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**Are there opportunites for leveraging our Rotary Club’s contribution, with our club’s assistance?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are there hands-on volunteer opportunities for our Rotary Club members?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Budget** *(do not include GST)****:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** | **Supplier** (if applicable) | **Total Expense** | **Rotary Allotment** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |

**What percentage of rotary funds will be used for management, overhead, fundraising and administrative costs:\_\_\_\_%**

**CONFIRM ORGANIZATION’S FINANCIALS ARE SUBMITTED demonstrating organizational stability \_\_\_\_\_\_\_\_\_\_**