



Financial Assistance Application

Please print clearly. Applications must be reviewed at an executive meeting which usually occurs at the end of the month. If approved by the executive, it is then presented for approval at the next regular members' meeting. You will be contacted regarding the status of the application once the process has been completed.

*Return completed forms to
The Rotary Club of The Pas
Box 833
The Pas, Manitoba
R9A 1K8*

Date of Application _____ Applicant Organization _____

Contact Person _____ Position/Title _____

Phone Number _____ P.O. Box _____ Postal Code _____

Fax Number _____ e-mail Address _____

Full Amount of Project/Event \$ _____

Amount being requested from the Rotary Club of The Pas \$ _____

Describe the event/project and its benefit to the community listing funding sources other than the Rotary Club of The Pas and expenses to be incurred. Use the attached form if you wish.

List other entities that these funds have been requested from. _____

List fundraising activities that have been done to date that will support this event/project.

Would you or your organization be interested in assisting with Rotary volunteer projects? _____

Alternate Contact Person Name _____ Phone Number _____

Applicant Signature _____

Who should the cheque be payable to? _____

The Rotary Club of The Pas invites you to take this opportunity to record the name and contact information of anyone who wishes to learn more about how they may help to make our community a better place to live.

Name _____ Cell # _____ email _____

NOTE: A signed receipt will also be required upon receipt of funding. Once a funded activity has been completed a report about the activity describing benefits to the community, actual costs incurred, and income sources must be submitted to the Rotary Club.

Rotary Club of the Pas Budget form

Use this form to tell us what you expect to do before the event/project and then to tell us what actually happened after the event/project. Fill it out the best you can so we have as much information as possible.

INCOME

Source	Expected Amount (Pre-Event/Project)	Actual Amount Post Event/Project
Total Income		

EXPENSES

Source	Expected Amount (Pre-Event/Project)	Actual Amount Post Event/Project
Total Expenses		
BALANCE	\$	\$

Suggestions

The more information you include the better. It is easier to make decisions if details are clearly stated. This will also allow you to plan/track and evaluate your event/project when you are done. This may also enable someone to suggest areas of improvement.

List your planned sources of income along with targeted amounts.

If you already have some money, put it under income from your source.

Our fundraising - \$200	Grant \$200	Rotary \$300
Account - \$5 000	Bank loan \$ 200	Parents- \$100

This is also true for expenses. Attaching quotes of these to your application is also suggested.

The last expense should be (“Misc Expense”) for unforeseen costs. Add 5 or 10 percent to total expenses.

Rental truck for equipment - \$200	3 tarps @ \$100 ea - \$300	Fuel - \$100
Material for fencing - \$500	Food for workers - \$100	
Licensing - \$100	Misc Expenses 5% of \$10 000 - \$500	

Submit this partial table with your application

After your event/project is finished fill in the “Actual” column and submit the completed form with a report describing how the event went. Restate the benefit(s) to the community.

Lastly as you work with potential “Sources” a letter of commitment may be in your best interest if the “Source” will fund your event/project only upon receiving proof of completion of the event/project.