

**Request for Support Form**

Please complete this form for your request for funding from the Rotary Club of Middleton

**Section 1: Contact Information**

**A. Name of organization:**

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**B. Organization’s address**

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**C. Contact person and position within your organization:**

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**D. Contact Number:**

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**E. Contact Email:**

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**F. Please provide your organization’s Charitable Tax Number if applicable:**

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**Section 2 :Project Information**

* If you need more space, please attach any relevant information to your application

**A. Brief description of project including an outline of objectives, activities, sustainability, timeline, and location:**

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**B. Is there an opportunity to utilize sustainable energy or environmentally friendly components in your project? In what way?**

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**C. Community group(s) being served (description and estimated number):**

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**D. What are the benefits of the event / project to your group and to the community as a whole?**

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**E. If your organization has been involved in a similar project in the past, please describe challenges and successes:**

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**F. Total cost of the project (please include a summary budget):**

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**G. Expected completion date of the project:**

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**H. What type of support are you requesting (monetary, volunteer, or both?) How much support is needed?**

**I. Please describe the specific purpose for which funds/volunteer support will be used:**

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**J. Have you approached other service groups, government agencies, grant funders applications to support your project? If so, please provide us with details:**

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**K. Do you Have any external partners assisting with the project? If so, please list:**

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**L. What are your current fundraising efforts to date?:**

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**M. Will this project proceed if you do not receive funding from the Rotary Club of Middleton?:**

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**N. Briefly outline how your organization plans to publicize receipt of our support:**

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**O. Provide the official name of the organization a cheque would be make out to in case of approval of the application:**

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**Please Note:**

1. Our Funding may be provided as follows:
	1. 25% at the start of the project.
	2. 25% mid-term.
	3. 50% upon completion.
2. A project completion report must be submitted to the Rotary Club of Middleton within 3 months of completion of the project.
3. The organization must maintain records to show and account for funds awarded and must also make this record available to Rotary Club of Middleton.
4. Any portion of the funds not used for the specified purpose must be repaid to Rotary Club of Middleton.
5. Cooperate with any efforts of the Rotary Club of Middleton to publicize the grant award.

**Part 3 - Acknowledgement of Funding Request and Conditions**

I hereby certify that I have read and agree to the above criteria for the Funding Request mentioned above.

**Name and Signature of Authorized Project Lead**

**Date**

Please feel free to submit any additional information concerning the project with your application.

Applications and additional information may be emailed to:

secretary@rotaryclubofmiddleton.com

Or mailed to

Rotary Club of Middleton

PO Box 551

Middleton, NS

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