



FUNDING GUIDELINES

At Missoula Sunrise Rotary, we believe that service to our community is the defining focus of our mission. We are honored to partner with local organizations to help serve our community and ensure that local charitable needs are met. To help potential applicants better understand our mission and areas of focus, the following funding guidelines have been established. Organizations are encouraged to take these guidelines into consideration before applying for funding or as a potential beneficiary of one of our fundraising events. Regretfully, Missoula Sunrise cannot service all requests, and is unlikely to consider projects outside of these guidelines.

Areas in which we work:

- Youth services, and in particular, youth-at-risk programs that target children in the greater Missoula area.
- International service projects that are aligned with the goals of Rotary International.
- Community service projects that provide our members with an opportunity for hands-on work that results in a tangible and visible contribution to the community.
- Supporting youth or other organizations that are official partners of Rotary International.

Organizations with which we partner:

- Organizations that are charitable, nonprofit entities with tax exempt status under Section 501(c)(3) of the IRS code.
- Established charities that have a proven track record in serving their niche over time.
- Financially established charities that have strong leadership, board of directors and are well run.
- Organizations willing to commit their own time and resources to any fundraising project we undertake for them.
- Organization seeking to build a long-term relationship.

Projects we favor:

- Youth projects that help organizations provide a direct service to economically and socially disadvantaged youth and their families, at-risk or troubled youth, and youth with special needs.
- Projects with low or no administrative cost.
- Capital improvement projects that result in a tangible, visible benefit.
- Projects that allow the community to recognize our work through publicity, signage or naming rights.
- Projects that positively impact the largest number of people.
- Opportunities that allow us to maximize Rotary Foundation matching grant opportunities.

What we do not consider or are unable to fund:

- Organizations that are not a charitable nonprofit with tax exempt status under Section 501(c)(3) of the IRS code or organizations not able to receive funds through an established organization meeting these requirements.
- Organizations that, in policy or practice, unfairly discriminate against race, ethnic origin, sex, creed, or religion.
- Sectarian or religious organizations where the principle activity is primarily for the benefit of the organization.
- Political organizations, candidates, legislative action, public advocacy or partisan causes.
- Activities of an illegal or immoral nature.
- Operating expenses, salary support, loan or debt payment or retirement of operational deficits.
- Travel or per-diem related expenses to non-Rotarian events or affiliated organizations.
- Auctions, dinners, tickets, advertising or other fundraising activities for non-Rotarian organizations or affiliates.
- Private or public foundations unless associated with Rotary International or accepting funds for a specific donor.



FUNDING / BENEFICIARY REQUEST APPLICATION

FUNDING PROCESS

All requests for funding for over \$250, including requests to be considered as a fundraising beneficiary, are reviewed and approved by both an ad-hoc committee of members and our club board of directors. Monetary applications can take up to 90 days for consideration. Applications for beneficiary consideration are considered up to six month before the event. Applications may be submitted at any time to the Missoula Sunrise Service Committee Chair, whose e-mail contact information can be found at www.missoulasunriserotary.org.

APPLICATION OVERVIEW

This form is to be completed by any organization seeking funding or wishing to partner with Missoula Sunrise Rotary as a potential fundraising beneficiary. Please complete and provide all requested information. A cover letter or additional informational material may accompany this form. Please print clearly. The form will be duplicated and shared with our selection committee and members.

GENERAL INFORMATION

Organization submitting proposal:

Name_____

Address_____

City_____ State_____ Zip_____

Telephone_____ E-mail_____

Person to whom return correspondence should be addressed:

Name_____

Address_____

City_____ State_____ Zip_____

Telephone_____ E-mail_____

AWARD OR EVENT REQUEST

Amount requested from Missoula Sunrise Rotary Grant Fund \$ _____

OR

Fundraising event for which organization seeks to be the beneficiary: *(only to be selected by charities applying to be the beneficiary of a specific fundraising event)*

The Montana Rail Link - Sunrise Rotary Money Train

Other event *(please list)*: _____

ORGANIZATIONAL OVERVIEW

Organization Status

Please check all that apply to your organization:

Incorporated _____ yes _____ no
Nonprofit _____ yes _____ no
Tax exempt _____ yes _____ no _____ 501c3 _____ 501c4

Funding Channel

If the organization is not tax-exempt, please identify a tax-exempt organization through which funding can be channeled.

Organization _____ Contact Person _____

Address _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

Organization Status _____ 501c3 _____ 501c4 _____ 501c3 applied for

General Information

Please provide:

1. An overview of your organizations mission and description of key services. *(please attach)*
2. Number of people served each year. _____
3. Hours, days and geography of your operations. _____
4. Number of volunteer and/or paid staff. _____
5. Years serving the community. _____
6. Other major funding sources for your organization. _____

Organization Leadership

Please list the names of those leading your organization

Name / Title	Occupation	Term Ends

PROJECT DESCRIPTION

Please describe and list the objectives of the project for which you request funding.

PROJECT BUDGET

1. Please attach a budget outlining how the raised or contributed funds will be used. Please ensure that the use of funds meets our funding guidelines listed on the first page.
2. Please attach a copy of your organization’s current operating budget

LOCAL FUND RAISING

Please describe the local fund raising conducted by your organization and give an indication of the results of this fund raising effort, including any major gifts or in-kind contributions you have received in the last year.

OTHER INFORMATION

Please provide any additional information that you would like our selection committee and board to take into consideration.

ATTACHMENTS

Please do not forget to attach the following documents:

1. An overview of your organizations mission and description of key services.
2. A budget for the requested funds.
3. A copy of your most current organizational operating budget.
4. Any other information you wish to share.

Thank you for applying. We look forward to reviewing your application.