Procedure for General Application for Service Project Funding

July 1, 2019-June 30, 2020
Due Date June 30, 2019

Basic Application Guidelines:
All applications for Project Funding as well as Service Hours, (Rotarians participating and providing service), are to be submitted to the Club Community Giving Chair. Applications can be submitted electronically. All areas must be filled out for consideration of request. Funding is not available to political campaign or religious organizations, and will not be awarded to support general operating funds. **Funds must be for a specific project**.

Do not assume funding will automatically be given or that amount requested will be approved.

Please think ahead to your needs for the entire Rotary year; fundraising events such as fun runs, gala's, golf tournaments, etc. Our funds are earned by our fundraiser in May and distribution is completed by October. Once funds have been allocated, there isn't any more room in our budget for last minute requests.

Process Information:
Once your application has been submitted, the Club Community Giving Committee will review the request. The review may include a request for more information or presentation. Notification of application status will be given to the applicant once the forms are reviewed.

Form Instructions:
Applications must include complete details to each of the 5 application questions. Extra documentation may be required on some questions. Applications that are not filled out completely may not be considered.

Reporting Requirements:
If approved, applicants must submit a written report to the Club Service Committee within 60 days after funding is awarded, on progress of the specific project with documentation. Documentation includes receipts, photos, video, press and other correspondence related to the project or general use. The report must also include any changes occurring with the funding and on the project. A final report must be submitted to the Committee within 30 days after the project completion, or within 30 days after the organization's fiscal year end.

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The Rotary Club of Humble Mission Statement:
We will change lives by providing opportunities.

General Application Form for Service Project Funding

<u>Due no later than <mark>June 30, 2019</mark> for consideration for our Rotary Year July 1, 2019 thru June 30, 2020</u>

<mark>**Submit to:**</mark>

Nikki Bennett-Fasbender
Humble Rotary Community Giving Chair - 2019-2020

Mann Eye Institute
18850 S. Memorial Blvd
Humble, TX 77338
nbennettod@gmail.com

Name of Organization:
_____

Name of Project: _____

Dollar Amount being requested and date needed: $_____   Date_____

Service hours being requested and date needed: Hours_____

If awarded, check will be payable to: _____

<u>Organization Name and Tax Reporting Status</u> (Provide the name as it appears exactly on required tax forms, tax identification number, and tax forms from the previous fiscal year):

_____

<u>Organization Mailing Address:</u>

_____
_____
_____

<u>Organization/Contact Person - Phone Number & email Address:</u>

_____

<u>Current listing of organization executives, board members and staff with titles (Attach one sheet if needed):</u>

<u>Organization History (Attach one sheet if needed):</u>

<u>Primary Contact Individual and Title:</u>

_____

<u>Primary Contact Email Address and phone number</u>

_____

<u>All five must be answered completely for funding consideration.</u>

1. *Has your organization received funding from the Rotary Club of Humble in the previous fiscal year? What was the amount? How was the grant used? (Provide evidence documentation of the received grant and its usage)* <u>*(Attach one sheet if needed):*</u>

2. *Is the funding request for partial or full coverage of a specific project? What other organizations or individuals will provide funding? What other organizations provide funding to your organization for this fiscal year?*<u>(Attach one sheet if needed):</u>

3. *Describe this year's project or general plan for use. How will this grant be utilized to address the Rotary Club of Humble goal of positively impacting the local, regional or international community? (Provide specific intent of the award, the scope and amount of desired impact, benchmarks to determine success and failure of the project/general time line, and staffing requirements. Also disclose any Rotary members involved with the project or organization)* <u>(Attach one sheet if needed):</u>

4. *Present a detailed itemized budget proposal for the project.* <u>(Attach one sheet if needed):</u>

5. *How will your organization promote Rotary Club of Humble goals or sponsorship with this funding award? Depending on the amount of the grant will The Rotary Club of Humble be included in your Gala and or list of sponsors? If received previous grants, how has your organization specifically promoted Rotary Club of Humble goals or sponsorship? (Provide specific documentation of promotion, including available photos, video, or press)* <u>(Attach one sheet if needed):</u>

Print Name:_____

Signature:_____

Date of Submission: _____