



GRANT APPLICATION

Application for Financial Support from the Rotary Club of Royal Oak, Victoria, B.C.

INTRODUCTION

The Rotary Club movement was founded by Paul Harris, a businessman from Chicago, Illinois on February 23, 1905. The club was called Rotary because members met in rotation at their various places of business. There are over 32,000 Rotary Clubs in 163 countries worldwide.

“The object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise...” and its motto is *Service above Self*. The objective of one of Rotary International’s major programs, Polio-Plus, is to protect all the children in the world from polio.

Each year the Royal Oak Centennial Club disperses grants to worthy projects. This money is raised primarily by ongoing, in-club fundraising.

All grant applications are reviewed by the Club’s Community Needs Committee, which makes recommendations to the Board of Directors. The disbursement of funds is done in a fair, efficient and democratic way.

Application for financial assistance for worthy community projects must be made to the Rotary Club of Royal Oak, Victoria, B.C., Community Needs Committee. Applicants are requested to submit a completed application form. *Generally, applications from not-for-profit organizations will only be considered if the organization has a charitable registration number issued by Revenue Canada.*

The Rotary Club of Royal Oak Centennial, Victoria, B.C. anticipates that grant recipients will recognize the Club appropriately, such as in the media, in-house publications and annual reports, or provide appropriate identification such as a plaque or name plate on hard assets/equipment.

GIDELINES FOR GRANT APPLICATIONS: -

Please Note: It would be helpful to structure your written proposal to provide the following information in the order indicated. Use the headings and sub headings indicated and use your own words, to answer the questions as briefly as possible.

WHERE THE APPLICANT IS AN ORGANIZATION:

A) Organization information:

- Summarize history
- State mission, goals and how the project fits in with your long-range plans
- Outline current programs/activities and projects
- Outline your major accomplishments

B) Purpose of Grant:

- Briefly describe proposed project
- Identify the needs/problems to be addressed, target population and approximate number of people that will be served by your project
- Describe goals and objects of project and how you plan to meet them
- Provide a timetable for project
- Name of project facilitator

C) Evaluation:

- Indicate how you plan to record progress and results of your project
- How do you plan to evaluate the project (applicants who accept funds from the Rotary Club of Royal Oak, Victoria, B.C. do so on the understanding that they will provide a copy of the project evaluation)?
- Who will prepare and be responsible for the evaluation and approximately when will the evaluation be sent to our Rotary Club.

D) Attachments:

- List of officers and directors
- Copy of proposed project budget
- Annual report of organization, if available
- Letters/documents of support (optional)
- Other

WHERE THE APPLICANT IS AN INDIVIDUAL

- For what purpose will the grant be used?
- Total cost?
- Describe briefly why you want to carry out your project? Need the piece of equipment? Etc.?
- If a Rotary grant will not cover the total cost of your project, piece of equipment, etc., state briefly how you plan to finance the balance.
- If a piece of equipment is involved state briefly what will happen to the equipment if and when it is no longer needed by the applicant.

**GRANT APPLICATION FOR FINANCIAL SUPPORT FROM THE
ROTARY CLUB OF ROYAL OAK, VICTORIA**

PO Box 24045, 4420 West Saanich Road, Victoria, B.C. V8Y 3G6

Note: Applicants seeking more than \$400 must provide all the information requested. Generally, grants will not be given more often than once every three (3) years to the same applicant.

1. Date of Application_____

2. Legal Name of Organization or Person Applying: _____

3. Year Formed (*if organization*) _____ Current Operating Budget _____

4. Name of other funders to whom an application has been made; indicate those from whom funds have been received/promised.
a) _____
b) _____
c) _____

5. Name of Executive Director _____
(*If an organization*)

6. Contact Person/Title: _____

7. Address: _____

8. Mailing Address is different from above: _____

9. Telephone Number: _____ Email address: _____

10. Canada Revenue Agency No. (*If applicable*) _____

11. Name of project being considered: _____

12. Purpose of Grant (*one sentence*): _____

13. Beginning and ending dates of project; _____

14. Amount Requested: \$ _____ Total cost of Project: _____
15. Geographic area served (*if an organization*) _____
16. Name of Board of Directors Chair: _____
- Signature of above: _____ Date: _____
17. Signature of Executive Director: _____ Date: _____
(*if an organization*)
18. Signature of person completing application: _____
19. Date of last application to the Rotary Club (*if applicable*) _____
20. Do you have a BC Gaming Commission licence? No _____ Yes _____
- Number _____
21. Please outline how you would provide ongoing recognition for the contribution of the Rotary Club of Royal Oak, Victoria.
- _____
- _____
- _____

FOR CLUB USE

Date application received: _____

Date submitted to Community Needs Committee: _____

Committee member Assigned to this account: _____

Date given to above individual: _____

Any instructions: _____

Date application accepted/rejected: _____

Date given to Board for Approval: _____

Date Funds disbursed and received: _____