



## ROTARY CLUB OF PEMBERTON CENTENNIAL -- FUNDING GUIDELINES

**Eligibility** – Funding requests may be made by groups that reside in or serve the Village of Pemberton and surrounding area when they require financial support for a project or service that advances and enriches the common welfare of the community or a specified group within it. Funding requests made by groups functioning outside the Pemberton area must be affiliated with a Rotary Club in their area.

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1. All requests should be presented to the club's current President in the form of a written proposal including budget, objectives, goals, timelines, amount requested and the name to appear on the cheque.
2. Approved funds are intended to benefit and/or improve the quality of lives within our club's community and/or the improvement/betterment of our club's or partner clubs community service area.
4. Funds may be restricted to specific uses/purposes.
5. Any funded entity may be required to demonstrate public acknowledgment/ Rotary visibility of the club's contribution (in exception when issues of confidentiality are compromised).
6. Any funded entity may be expected to orally present on the project during one of the club's weekly meetings.
7. Funds may be used as the sole funding source of a project or used in collaboration with additional funding sources for an intended project.
8. Grantees may be allowed to submit multiple requests for annual support, although the club may not fund each and every request.
9. The club reserves the right to approve and/or deny funding requests based on many variables.
10. The club prefers to fund group/organizational initiatives and will tend not to fund individual projects and/or projects to benefit an individual exclusively.
11. The club prefers to fund direct service projects.
12. The club may prioritize funding in direct support of the club President's annual funding priority areas (as outlined in our operating budget).
13. The club encourages applications that would support leveraging additional funding through Rotary's contribution.
14. The club encourages applications that support sustaining local critical services, programming and meeting community needs.
15. The club may support on-going, annual initiatives as well as one-time projects and/or "gap funding" (when no other funding sources is immediately apparent).



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### **Rotary Club of Pemberton Centennial will typically not fund the following:**

1. Fundraisers designed to raise dollars to grant out to another institution
2. Individuals
3. Religious affiliations
4. Non-direct service expenses (no administrative or overhead expenses)
5. Organizations, groups or events that cannot demonstrate a true need met
6. Salaries, stipends, or honorariums;
7. Operating expenses of another organization;
8. Personal or professional development;
9. Commercial entities.

### **Reporting:**

Funded groups are required to submit a short report 30 days after the completion of their project. The report should be 1-2 pages (Not including photo's and budget) and include the following:

- Summary
- Affects on local community
- Sustainability
- Successes/ Failures
- Public acknowledgements
- Photos
- Overall budget (indicate where Rotary funding was spent)