

# *Le Tour de Vin*

A celebration of wine, food and generosity

CROSS TIMBERS ROTARY \* NORMAN ROTARY \* SOONER ROTARY

## **Grant Request for Capital Project Funding from Le Tour De Vin**

### **Background**

Combine the subtle sound of corks easing from bottles and the hum of animated conversation with the savory scents of mouth-watering appetizers. Blend liberally with the flavors of some of the finest wines in the world, finish with the camaraderie of Norman's three Rotary clubs, and top with the urgency of a good cause, and you have one of our city's most innovative, festive, and sought-after events: *Le Tour de Vin*.

*Le Tour de Vin* is the brainchild of Cross Timbers Rotary club. In 2003, in an effort to raise money for the American Red Cross and other club philanthropies, Cross Timbers offered a wine tasting event that included music, silent and live auctions, hors d'oeuvres from Norman restaurants, and a chance to mingle with a diverse group of wine lovers. The resulting event was an instant hit that raised \$25,000 for charity and left locals clamoring for more. Subsequent affairs raised \$40,000, \$50,000, and \$60,000, with proceeds split equally between the Red Cross and Cross Timbers Rotary.

*Le Tour de Vin* 2008 marked the second time that all three Norman Rotary clubs, Cross Timbers, Sooner, and Norman, combined their efforts to expand the event. The Mary Abbott House was chosen as the recipient, and the \$90,000 given over a two year period resulted in the completion of their capital building program in 2010. The remainder was divided between the three clubs to be used for diverse charities.

Thunderbird Clubhouse was the recipient of the 2010 - 2011 LTDV Grant request for \$90,000 to complete capital improvements to the facility. Funds raised 2010 and 2011 Le Tour de Vin provided the two-year funding commitment to Thunderbird Clubhouse

Food and Shelter, Inc. was the recipient of the 2012 – 2013 LTDV Grant request for \$90,000 to help fund the building of an apartment complex for temporary housing needs at the facility. Funds raised in 2012 and the 2013 event will provide the two-year funding commitment to Food and Shelter.

Currently, applications for the 2014 recipient are being solicited by the Le Tour de Vin Grant Selection Committee. Projects may be for a one or two year commitment of funding, depending on the scope of the project.

Applications are posted on the Le Tour de Vin website [www.letourdevin.com](http://www.letourdevin.com). Requirements for the application are included below.

Three copies of completed applications should be hand delivered to International Pantry at 1618 W Lindsey St Norman, OK 73069 to the attention of Jocelyn Wall, no later than June 15, 2013.

Questions may be directed to John Briscoe ([briscoehouston@aol.com](mailto:briscoehouston@aol.com)), Shari Kinney ([ShariK@health.ok.gov](mailto:ShariK@health.ok.gov)), or James Harp ([jharp@rbt.com](mailto:jharp@rbt.com)).

## Application Requirements

- Applications must contain all the components (including attachments) listed in the Le Tour De Vin Grant Application document.
- Applications will only be considered if the project is for a capital expense. No operating expenses will be considered.
- Applications will only be considered if other sources of funding are available. The LTDV funds can not be the only source of funding for a project.
- Applications can only request funding for a maximum of two years of LTDV events.
- Applications can request up to a maximum of \$100,000\* in funding that would be provided over two years.
- Applications must address a need in the Norman community that is reflective of the goals of Rotary: Literacy, Humanitarian, Education, Youth and Health
- Applications must provide a budget for the planned project.
- Applications must include a business plan for the project.

*\* Funds available each year are directly tied to the success of the LTDV event. The amount requested by the grant awardee will be awarded if sufficient proceeds are available from the event. The \$100,000 amount for a two year grant is based on historical success of the event but not a guarantee.*

## Selection Process and Timeline

- Criteria will be published on the LTDV web site ([www.letourdevin.com](http://www.letourdevin.com)), the web sites of the three Norman Rotary Clubs:
  - Crosstimbers Rotary Club – [www.crosstimbersrotary.org](http://www.crosstimbersrotary.org)
  - Norman Rotary Club – [www.normanrotary.org](http://www.normanrotary.org)
  - Norman Sooner Rotary Club – [www.soonerrotary.org](http://www.soonerrotary.org)and in the Norman Transcript in April, 2013.
- Applications are due June 15, 2013.
- Applications should be submitted in triplicate to Jocelyn Wall at International Pantry 1618 W Lindsey St Norman, OK 73069.
- The Application Committee will review the applications and recommend two applicants to the three Rotary clubs.
- Presentations by each of the selected two applicants will be scheduled at each of the three Rotary clubs regular meetings in July – August, 2013.

- Each Rotary Club Board will meet to select one applicant from the two recommended applicants and recommend to the LTDV selection committee to be the recipient of the LTDV Grant.
- The applicant with the most votes from the Rotary Club Boards (one vote per club) will be the chosen by the Grant Selection Committee as the recipient.
- The chosen recipient will be notified by the Application Committee following the selection.

### **Following Grant Award Selection**

- Planning for the 2014 event around the newly chosen recipient will begin shortly after the recipient is announced.
- A Memorandum of Agreement (MOA) between the three Rotary Clubs and the recipient will be drawn up with budget, timing and explanation of expenditures and serve as a guide for the grant. The MOA will be tailored to meet the needs of the project, the recipient and the amount requested by the recipient for the project.
- Modifications to the budget or other aspect of the MOA will require a request for revision.
- At least annual site visits will be taken by members of the three Rotary Clubs to maintain a connection to the project and to receive an update on status of the project.
- An annual written report to the three Rotary clubs is required within 6 months from receipt any funds from Le Tour De Vin proceeds.

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## **Le Tour De Vin Grant Application**

Legal Name of Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Overall Mission of Agency**

Please provide a one page (typed) narrative describing the mission of your agency. List the client population (income, age, geographic location, number served) and describe all programs and services offered currently by your agency.

**Amount of Funding Request\*** \_\_\_\_\_

\*Grants dependent on proceeds from the Le Tour de Vin event.

\*Grant requests can be for one year maximum of \$50,000 or two years maximum of \$100,000.

In what year was your Agency incorporated? \_\_\_\_\_

Are you associated with a national organization? \_\_\_\_\_  
(If so, what is the name of the national organization?)

What is the number of volunteers in your organization? \_\_\_\_\_

How many hours do volunteers donate? \_\_\_\_\_

**Financial Information from the last fiscal year:**

Percent of the budget which is spent on fund-raising: \_\_\_\_\_  
Percent of your budget spent on programs: \_\_\_\_\_  
Percent of your budget spent on administrative expenses: \_\_\_\_\_

Please provide a copy of the project budget including items already secured, items expected to be donated or covered through volunteer hours.

Please provide a copy of the organization's previous year's operations budget and actuals (independent audit is acceptable submission).

**Percentage of Organizational funding:**

Religious Organizations \_\_\_\_\_  
Civic Clubs \_\_\_\_\_  
Corporate Donors \_\_\_\_\_  
Endowment/Interest Income \_\_\_\_\_  
Fees for services/products \_\_\_\_\_  
Government Grants \_\_\_\_\_  
Government Contracts \_\_\_\_\_  
Individual Donors \_\_\_\_\_  
Private Foundations \_\_\_\_\_  
Special Events (based on net earnings) \_\_\_\_\_  
United Way \_\_\_\_\_  
Other \_\_\_\_\_

**Specific capital project for which funding is being requested**

Please provide a one page narrative describing the capital project for which funds are being requested including: location, size, specific relevant features/functions, projected start/finish date, total cost of the project, additional funds already secured. Also, attach an architect drawing of the project.

**Required Attachments to this application:**

- Narrative describing Overall Mission of Agency
- Narrative describing Specific Capital Project for which Funding is being requested
- Proposed Project budget
- Last year's organizational budget and actuals
- Copy of most recent Audit (if applicable)
- Copy of IRS tax exempt status letter or your application for tax exempt status
- List of current board members including names and professions
- List of current staff members and their position titles