

## GUIDELINES FOR FUNDS APPLICATION

The Charitable Division of the Rotary Club of Laconia (LARO) is an IRS-recognized 501 (c) (3) charity. We raise funds and distribute them throughout the community to support educational, cultural, recreational, and international activities that have a significant impact and are aligned with **Rotary's "Four Way Test"**: *Is it the Truth? Is it Fair to all concerned? Will it build Goodwill and Better Friendships? Will it be Beneficial to all concerned?*

**Submit completed applications by mail or email to our Funding Requests Committee Chair at [fundingrequests@laconiarotary.onmicrosoft.com](mailto:fundingrequests@laconiarotary.onmicrosoft.com)**

**If you are interested in applying for funding, please follow the guidelines below and complete the funding application.**

1. All funding applications are reviewed by our Funding Requests Committee in the order in which they are received and presented to the Board for consideration quarterly.
2. Priority consideration will be given to projects and/or organizations that meet needs within the City of Laconia.
3. Funding applications are voted on at the October, January, April and July board meetings. If you feel your request is time sensitive you may indicate this on your application, however, this will not guarantee an early review.
4. With the exception of scholarships, which are given to high school students in our service area, we do not make grants to individuals but instead make them to other non-profit / service organizations.
5. \*Funding is single year only. Reapplication is necessary for additional consideration.
6. Requests for a multi-year commitment must include a presentation to the club regarding the donation and approved by the board and 2/3 of the full membership.
7. Requests over \$5000 (non-scholarship only) must include a presentation to the club regarding the donation and approved by the board and 2/3 of the full membership.
8. Requests by private clubs, political causes or organizations whose purpose is to influence legislation or partisan groups are not eligible.
9. Requests from religious or fraternal organizations are not eligible.
10. The Board of Directors may approve any charitable contribution by a majority vote, whether or not the contribution complies with this policy.

## Funds Application

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Amount of Request: \_\_\_\_\_ Funds Needed By: \_\_\_\_\_

IRS Designation: ☐ 501(c)(3) ☐ 501(c)(4) ☐ Other: \_\_\_\_\_

Does the organization have a relationship with Rotary Club of Laconia? \_\_\_\_\_

-If yes, in what capacity? \_\_\_\_\_

Are you applying for funds from other sources for this same request? \_\_\_\_\_

-If yes, identify other sources: \_\_\_\_\_

What is the total amount being requested from all sources? \_\_\_\_\_

What is the impact of not receiving the total amount requested from all sources? \_\_\_\_\_

With this application, please include the following:

1. Purpose/Mission of the organization or Project Identification.
2. Current list of board members (if applicable).
3. Project Budget.
4. Recent financial statement (for requests over \$2500, excluding scholarships).

Review Month	Application Deadline
July	June 30
October	September 30
January	December 31
April	March 31