CHARITABLE PROJECT APPROVAL & PAYMENT PROCESS

The process flow for an AOS charitable project is shown in the flow chart below.

Form 1 is the request to CREF to approve the project. Form 3 is the request to CREF for the disbursement of funds for the project.

Form 3 is used whether the request for funds is for the individual performing the project or the Charity to which the funds will go –

NOTE 1: Receipts are required for expense reimbursement (Form 3)

NOTE 2: On Form 3, if the AOS chair is requesting reimbursement, then the AOS cochair must sign the request.

NOTE 3: An advance check may be requested using Form 3 prior to execution of a project, in which case, receipts must be submitted to CREF post project.

NOTE 4: A Board sponsored project follows the same flow as an AOS project, with the Club President replacing the AOS chair as the requester and signatory.
Every project must have a Rotary Champion and be approved by an AOS committee. All requests for AOS charitable funds shall be submitted in writing to the appropriate AOS for their review and action. (Per CLUB Policies & Procedures, Sec. 201: Procedure 9 & Section 102.2(b)

Project Proposal Form –
1) You may use the standard (fillable .pdf) form, shown here in Appendix 2 and also found on club runner, or create your own form as long as all required information is on the form.

2) The written request must include:
   o Project Description - the charitable purpose; not the payee
   o Name of the Rotarian who will champion the project/Project Manager - The Project Manager will be responsible for the overseeing of the project and assure all funds are used for the approved charitable purpose
   o Amount of funds requested by the AOS submitting the form (note on the form if additional funds will be requested by another AOS committee)
   o Charitable purpose of the project
   o Who will benefit from the project?
   o How the project will be carried out
   o Length of time of the project
   o Anticipated number of Rotarians who will participate in the project

Request for Grant: Form 1
1) All Grants MUST be approved by CREF.

2) Projects that have been previously approved as an ongoing Club Project and have received previous Grant Approval the prior year do not need to apply for a new Grant. Examples are Rebuild, Snowflake, DeAnza Scholarship, Faces of Hope. The CREF Administrator maintains a list of ongoing approved Club Projects. Note: A Project is what the funds are used for, not the Payee

Completion of Request for a Grant: Form 1 / Signatures needed
1) Complete all sections in their entirety
2) All projects require a Cupertino Rotarian as a project champion (manager).
3) If Payee is a non-profit, write in tax ID number.
4) The Form 1 must be signed by the AOS chair (and only the chair) for an AOS project, or by the Club President or Club CFO for a Board Project.
5) Completed Form 1s go to the CREF Administrator (Be sure to attach the AOS approved Project Form). If the CREF administrator is not available, then the Form 1 may be given to the CREF Treasurer who will ensure that the CREF administrator gets a copy.
6) All Forms may be submitted electronically.

CREF Board Meetings
1) CREF meets the 3rd Wednesday of each month from 1:45 – 3 PM

2) A completed Request for Grant: Form 1, including all applicable signatures, should be given or emailed to the CREF Administrator on or before the Friday before the CREF Board Mtg; i.e. the 2nd Friday of each month as Grant Requests are approved monthly at CREF Board meetings.

6.23.2020