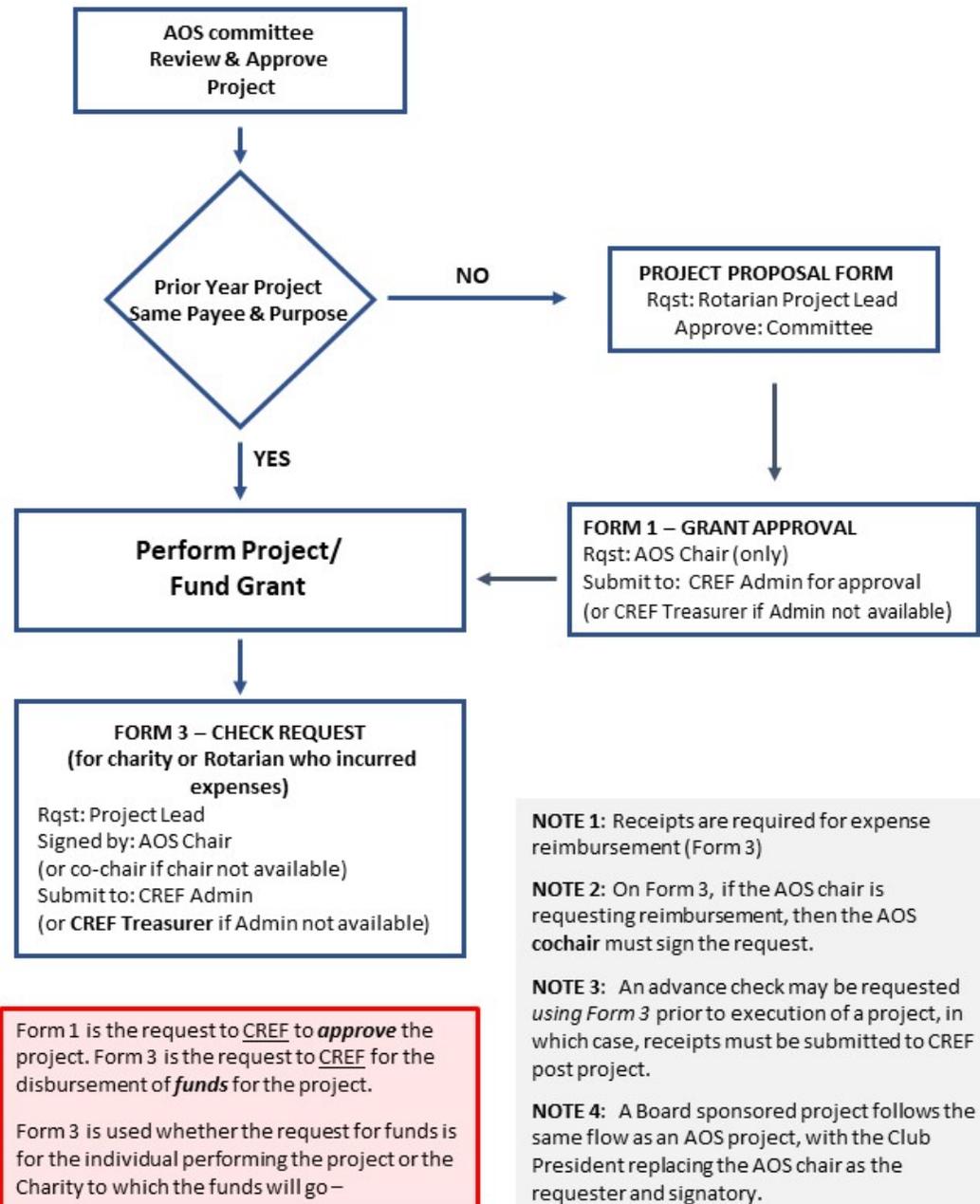


# CHARITABLE PROJECT APPROVAL & PAYMENT PROCESS

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



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:
  - Project Description - the charitable purpose; not the payee
  - 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
  - Amount of funds requested by the AOS submitting the form (note on the form if additional funds will be requested by another AOS committee)
  - Charitable purpose of the project
  - Who will benefit from the project?
  - How the project will be carried out
  - Length of time of the project
  - 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 3<sup>rd</sup> 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 2<sup>nd</sup> Friday of each month as Grant Requests are approved monthly at CREF Board meetings.

6.23.2020