

IMPORTANT- Per CLUB Policies & Procedures, Sec. 201, Procedure 9 – Adopted by Club Board 5/30/13.

PRIOR TO SELECTION OF A PROJECT BY AN AOS, all requests for AOS Charitable Funds shall be submitted **in writing** to the appropriate AOS for their review and action.

- **The written request must include:**
 - Project Description (What charitable purpose will benefit 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 (Include funds approved from 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

See sample Project Form - You may use this form or create your own as long as all required information is on the form.

All Grants Must must be approved by CREF

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

All CREF Forms are available:

- On Clubrunner - far right side of the page toward the bottom) fillable pdf
- From Kathy Nellis or Marj Mancuso) hard copy

Completion of Form 1 / Signatures needed

Note: If a Grant (Project) will require checks be written to a taxable entity such as an individual, the Grant Request shall name a Rotarian who will act as the Project Manager.

- **Form Completion**
 - Complete all sections in their entirety
 - If Payee is a non-profit , write in tax ID number
- **Signature Required**
 - AOS Chair as designated by the Club Board
 - Club CFO if AOS Chair is not available
- **Who Gets the Completed Form (Be sure to attach AOS approved Project Form)**
 - CREF Secretary (preferably by email)

CREF Board Meetings

- CREF meets the 3rd Wednesday of each month from 1:45 – 3 PM
- A completed Form 1 – Grant Request (including all applicable signatures) should be given or emailed to the CREF Secretary on or before the Friday before the CREF Board Mtg; i.e. the 2nd Friday of each month.

Cupertino Rotary
PROJECT PROPOSAL FORM
 _____ (AOS) Committee

Funds Requested: \$ _____

Funds Requested or approved by another AOS committee \$ _____

Payee: _____ If 501 (c)(3) Tax ID #: _____

Payee ContactName _____ Position _____

Tel: _____ Email _____

Address: _____

Rotarian Champion(s)/Project Manager recommending proposal: _____

Proposed Project or Program Description—location, specific need & charitable purpose being addressed:

Who are the recipients, how many are there, how will they benefit:

How will the project be carried out; e.g. length of time, number of Rotarians who will participate:

Submitted By:	Date approved by AOS:
Signature:	Dollar Amount Approved by AOS
Date submitted:	Signature Chair AOS