

The Rotary Club of Key West



Policies and Procedures Manual for Dealing with Requests for Funds

Discussion:

During the course of everyday life and administration of the Club, it is very common for Rotary members to be approached by local community members with inquiries about the availability of Rotary funds for their community events, efforts and programs. This is quite normal and to be expected. It is also very relevant to the way The Rotary Club of Key West is viewed by the Key West community. The Club enjoys a reputation of Service Above Self, and giving back to the community for worthwhile endeavors. Of course, everyone thinks THEIR endeavor a "worthwhile" one, and this is part of the problem in managing these requests and community expectations. Another problem is availability of funds. Of course we would like to fund all the eligible requests we receive, but that simply is not feasible. Yet another concern related to these requests is that funding provided to them will take away from those efforts that we have long been committed to (ie: Hospital Albert Schweitzer, the Paul J. Sher Award, the Dental Program, etc.). Club policy must be promulgated in such a way as to accommodate each of these competing needs and philosophies.

Policy:

It is the policy of The Rotary Club of Key West to provide funding to as many legitimate and worthwhile funding requests as the Club can reasonably accommodate each year. Each year The Rotary Club of Key West's Board of Directors (BOD) will identify a funding source (ie: Key Stock concert) and a funding amount (ie: \$5,000) to provide money for many of the worthwhile events, programs and efforts of the Key West community. The Financial Review Committee (FRC) will review all requests and decide, within the guidelines of this manual, as to which requests will be funded and at what monetary level. All requests received by Club members will be referred to the FRC for resolution.

Procedure:

Upon receipt of a request for funding, the Club Member, Director or Officer of the Club shall refer the request for funding to the FRC.

Upon receipt of a request for funding, the FRC shall discuss the request (either in person, telephonically or virtually) to determine the validity of the request. The following are some of the considerations the FRC shall take into account with respect to the request:

Does the request meet the 4-Way test (ie: all inclusive)

Does the requestor really NEED the money? (ie: Is the request for a group of wealthy students to travel, when they could otherwise afford to do so without the club's assistance?)

If a strong and obvious NEED does not exist, would it still be beneficial to the club and the community to include Rotary sponsorship?

What is the community impact of the request (ie: Is it for a few individuals, or a benefit to a larger segment of the community)

Is the event, program, effort worthwhile and legitimate ? If so, at what level of funding?

Once the FRC has determined that an request should be supported by the Club, they shall determine whether funding is available and establish the level of support to be provided. Standard funding levels shall exist for application to each request. These levels shall be as follows: NOTE: having more flexibility inside the funding levels allows us to match the request instead of possibly providing more than is being requested.

\$0 to \$250...This level shall be provided for a worthwhile event for a group that could use the funding, but have not supported a significant need for it.

\$250 to \$350...This level shall be provided for a very worthwhile event for a group that has supported a solid need for funding.

\$350 to \$500...This level shall be provided for an extremely worthwhile event for a group that has substantiated a significant need (ie: the event will not happen without Rotary support)

Above \$500...FRC/BOD Discretion...For extraordinary requests that warrant consideration of funds beyond the standard levels, the FRC, in coordination and with the explicit approval of the BOD, may authorize funding amounts outside (and above) the Standard Funding Levels listed above, but NOT TO EXCEED the total funds available in the FRC budget.

Once the identified funding level for this program has been exhausted, further requests shall be denied, with an explanation that funding has run out. For exceptionally worthwhile requests received after depletion of funds, the FRC can make a special request for additional funds from the BOD, but this should be a limited and rare occasion, pursued only after significant, careful consideration by the FRC.

Funding requests of a personal nature (ie: support services related to the family financial hardship, illness or death of a Club Member, or close relative of a Club Member, etc.) shall NOT be supported through this method, and shall be funded either through the Rotary Relief Fund or through the President's Discretionary Fund. Policy and procedures for requests through the Rotary Relief Fund are outlined in the Rotary Relief Fund Policies and Procedures Manual.