ATTLEBORO ROTARY CLUB
REQUEST FOR FUNDING APPLICATION

FUNDING REQUEST GUIDELINES, & INSTRUCTIONS

Each year the Attleboro Rotary Club distributes $25,000 - $30,000 in grants to local organizations, charitable interests and philanthropic initiatives for projects that meet a critical local community need and benefit or improve the quality of life for the people of Attleboro and Norton through their programming and services. Approved projects are not limited to capital improvements but never include funds to cover general operating expenses like staff salaries, rent, utilities, etc. and rarely benefit a single individual or individuals.

All funding requests over $250 must utilize this Funding Request Application. Requests under $250 do not require a completed application, but rather a simple letter describing the need. Upon receipt of the request, the board reviews, discusses and either makes a final decision to grant or deny the request, or "tables" the request pending the solicitation of more information or a clarification from the applicant. Funding decisions are made by a majority vote of the club's appointed board of directors present during the funding application's review.

1. All requests should be sent to the club's current President-Elect and should not exceed $3,000. Large projects that exceed this cap may be discussed with the club President outside the grant request process to determine any possibility of Rotary support.

2. Grant requests will be accepted throughout the year; however, the Board will review and approve requests on a monthly basis. Funds approved must be utilized within the twelve (12) months following the approval date. The club President will communicate approval or denial within two weeks of review of the proposal.

Grant cycles are as follows:

Deadline: Aug 14 - August Board Review	Deadline: Jan 8 - January Board Review
Deadline: Sept 11 - September Board Review	Deadline: Feb 12 - February Board Review
Deadline: Oct 9 - October Board Review	Deadline: Mar 12 - March Board Review
Deadline: Nov 13 - November Board Review	Deadline: Apr 9 - April Board Review
Deadline: Dec 11 - December Board Review	Deadline: May 14 - May Board Review

3. Grant funding for re-occurring or ongoing projects can be reapplied for each year. Funding one year does not guarantee funds in subsequent years.

4. Grantees may submit multiple requests in any given year, although, with limited resources, the club may not fund each and every request.

5. The club prefers to fund direct service projects. The club may prioritize funding in direct support of the club President's annual funding priority areas.

6. Funds may be restricted to specific uses/purposes. Except where issues of confidentiality override, all funded entities will be asked to publicly acknowledge Rotary's contribution through signage (where appropriate) and publication of the receipt of the grant in the Sun Chronicle, any agency newsletter or other agency publication. Any funded entity may be expected to make an oral presentation on the project to the membership during one of the club's weekly Wednesday lunch meetings at Highland Country Club.

7. Rotary grants may be used as the sole funding source of a project or used in collaboration with additional funding sources for an intended project. The club encourages applications that would leverage additional funding through Rotary's contribution.

8. The club reserves the right to approve and/or deny any funding request based on the many variables discussed during the board meeting. These guidelines may be disregarded in the event of the board's decision to grant exceptions.

Please email completed applications to: funding@attlebororotary.org or mail to
Rotary Club of Attleboro, PO Box 635, Attleboro, MA 02703 ATTN: Grant Request

1. CONTACT INFORMATION:

A. NAME OF ORGANIZATION: _____

B. CONTACT NAME/TITLE: _____

C. ADDRESS: _____

D. TELEPHONE: _____ FAX: _____

E. EMAIL: _____

2. GRANT REQUEST:

A. GRANT REQUEST AMOUNT: _____

B. PROJECT DESCRIPTION: (MAY ATTACH UP TO ONE PAGE IF NEEDED)

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C. ARE YOU SEEKING FUNDS FROM ADDITIONAL SOURCES FOR THIS REQUEST? IF SO, PLEASE DESCRIBE. _____

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D. HAVE YOU RECEIVED ANY OTHER FUNDS FOR THIS PROJECT? _____

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E. HOW DO YOU PLAN TO MEASURE SUCCESS OR EFFECTIVENESS OF PROJECT?

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F. IF FUNDED, HOW WILL YOU PROVIDE PUBLIC RECOGNITION TO THE ATTLEBORO ROTARY CLUB FOR THE DONATION/GIFT? _____

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G. ALL FUNDING REQUESTS SHALL HAVE A PROJECT BUDGET ATTACHED FOR BOARD CONSIDERATION.