

East Hartford Rotary Club's *Guidelines for Giving*

The following criteria are meant to establish standards for granting financial support from the East Hartford Rotary Club's funds. Funding allocations will be made at the discretion of the Board and will be based on availability of funds during the fiscal year.

1. Requests for assistance should come directly from or be sponsored by a Rotarian.
2. For requests benefitting the **East Hartford community** the request should contain a narrative explaining :
 - How funds for the project will benefit the East Hartford community,
 - Which (who and how many) East Hartford residents will be involved or aided by the project, and
 - Documentation should accompany the request, including information on precisely when monies will be required during the fiscal year and how funding is monitored.
3. For requests benefitting the **international community** the request should contain a narrative explaining :
 - How the project will promote the image of Rotary,
 - How such a project will meet the special needs of people at risk who might otherwise suffer irreparable harm,
 - Documentation should accompany the request, including information on precisely when monies will be required during the fiscal year and how funding is monitored.
4. Whether the request is for a local or international project, there should be a demonstrated need for Rotary funds. An existing financial shortfall can be verified by showing a total budget for the project and the gap that needs to be closed with East Hartford Rotary dollars.
5. Grantees should be encouraged to match Rotary dollars with other funding sources. East Hartford's money should not be the sole supporter of a particular project.
Grantees should be encouraged to collaborate with similar organizations to achieve their desired goal.
6. Some kind of project audit should be encouraged. This can be in the form of a site visit, copies of invoices, photographic records of the event, or newspaper articles covering an event — anything confirming the money was actually used to accomplish the goal. One Rotarian from the a relevant community-service or international-service committee should be assigned to follow-up on the project.
7. Directors' overseeing community or international service should keep chairs of relevant committees, international or community, informed of funding applications, approved or not.
8. All club members should submit to the President-Elect any known funding requests for the upcoming fiscal year by March 1st (or a date specified by the President-elect in an announcement to the club in February preceding the upcoming fiscal year) for the fiscal year beginning July 1st . This includes funding for recurring community and international projects -- any such requests should reflect reasonably anticipated increases or changes in the amount requested.
9. All club members should be informed of awards granted by the Board as soon as is reasonably possible.