

**General Information:**

Your request must be in writing and signed.

Identify the organization that is requesting the donation.

Provide all of your contact information.

Provide the following specific information:

1. Identify if the organization is a non-profit.
2. Identify the special need or specific project you need funds for. Your request generally should not be for support of the organization's annual budget. Clearly state what you are requesting the money for.
3. State the amount of funds you are requesting from the Auburn Lewiston Breakfast Rotary Club. What is your project's total budget for the specific project or special need you are requesting funds for. If you expect funding from other sources please tell us who those other sources are and the amount of funds you are expecting from each source. Usually we do not fund requests that require multi-year donations.
4. Who will you be benefiting with this project or special need (children, the elderly, the poor, the disadvantaged, others)? Will they be primarily people in the Lewiston Auburn Area (what percentage)?
5. How will the Auburn Lewiston Breakfast Club be publicly recognized for our donation and how will that result in Rotary's greater visibility in the Lewiston Auburn Area. Please make your request at least 6 to 8 weeks before you need the funds so the Rotary Club can process and respond to your request in time to meet your scheduled need for the funds.

You may email or mail your request to.

The Auburn-Lewiston Rotary Breakfast Club  
Rotary Community Service Committee  
Larry Marcoux, Chairman  
PO Box 3425  
Auburn, ME 04212-3425  
E-mail address: [lmarcoux@unitedwayandro.org](mailto:lmarcoux@unitedwayandro.org)