



Mequon Thiensville Sunrise Rotary

Grants and Donations

Procedures for Requests



WRITTEN REQUESTS:

All requests should be in written format not to exceed three pages and provide the following information:

- Summary of profile of organization or person(s) requesting grant or donation
- Clearly defined statement of need of grant or donation
 - Requests should support specific projects and programs, rather than the general operating budget
- Dollar amount of grant or donation
- Anticipated allocation of grant or donation
 - Organizations or persons may receive preference by the Rotary if their requests for funds are those serving and supporting the Avenues of Rotary Service: Community Service, International Service, Vocational Service, New Generations

Please refer to the "Avenues of Services" pages on our web site: <https://www.mtsunriserotary.org> for more details on the Rotary Avenues of Service.

- Anticipated date or dates grant or donation will be applied
- Contact name, address, phone number and email address of individual requesting grant or donation on behalf of organization
- Listing of the Board of Directors
- As a guiding principle, the Mequon Thiensville Sunrise Rotary will accept requests from an organization one time per year.

SUBMIT REQUESTS TO:

Grants and Donations Chairman
Mequon-Thiensville Sunrise Rotary
P.O. Box 251
Thiensville, WI 53092

REVIEW PROCESS:

Requests for grants and donations will be reviewed by the Mequon Thiensville Sunrise Rotary Grants and Donations Committee on a biannual basis.

- While requests are accepted throughout the year, the committee shall review requests on the following schedule:

Request cutoff Date #1: October 15 - Review and scheduled disbursement on or about December 31st

Request cutoff Date #2: April 15 - Review and scheduled disbursement on or about June 30th

NOTE: The committee will accept requests related to emergency situations at any time throughout the year (e.g., significant illness, fire recovery, loss of home, etc.)

Our standard range for grant and donation distribution is between \$250-\$2,500.

The Committee may arrange for an oral presentation by the requesting organization for any grant or donation request.

AWARD PROCESS:

The Committee will notify the recipient of award and may request a representative attend and pick up the check at our weekly meeting.

The Club reserves the right to request a written or verbal summary of the utilization of the awarded grant or donation.