



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
- Statement of need of grant or donation
- Dollar amount of grant or donation
- Anticipated allocation of grant or donation
 - Organizations or persons may receive precedence by the Rotary if their requests for funds are those serving and supporting the five avenues of Rotary service:
 - Club Service, Community Service, International Service, Vocational Service, New Generations

Please refer to the "Avenues of Services" pages on our web site: [M-T Sunrise Rotary.org](http://M-T-Sunrise-Rotary.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

SUBMIT REQUESTS TO:

Grants & Donations Chairman link located on the lower left side of the home page at [M-T Sunrise Rotary.org](http://M-T-Sunrise-Rotary.org)

OR

Grants and Donations Chairman
Mequon-Thiensville Sunrise Rotary
6079 Mequon Road
PMB 123
Mequon, 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 cut off Date #1: September 15 - Review and scheduled disbursement on or about January 1

Request cut off Date #2: April 15 - Review and scheduled disbursement on or about June 1

NOTE: For 2013 Date #2 we will accept requests to May 15 for the June disbursement

The Committee shall arrange for an oral presentation by the requesting organization for any grant or donation request of \$2,500 or greater.

AWARD PROCESS:

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

All recipients are requested to submit a written summary of the utilization of the awarded grant or donation within 60 days of its disbursement. As an alternative, you may have a representative make a brief oral presentation at our weekly meeting.