

*The Rotary Club of Evergreen (RCE) has priority funding for our Club’s “Legacy Projects” and our Club’s*

*local service programs & projects which we refer to as our “Rotary Projects”. Funding requests to our CSC may only be made by a*

*RCE Project Champion. Acceptable CSC funding requests are usually for a specific community project, program and/or event.*

*It is recommended that RCE Project Champions consult with the CSC Chair(s) prior to submitting a funding application.*

* **Date of Request:**
* **RCE Project Champion:**
* **Title of Project, Program or Event for funding request:**
* **Amount Requested:**
* **When is funding needed?**
* **Provide a brief description of the project, program or event including number of persons served and spending plan for funds and total budget for this project, program or event.**
* **What measurable outcomes do you expect this program or event to have on those being served?**
* **Is this funding request for a one-time event, project or program that will not require additional funding from the RCE? If no, give details to the annual funding needs of this project or event pertaining to possible future financial support from the RCE. Explain how this event or program will be sustainable over time.**
* **Provide details of your specific plans to acquire matching funds through Rotary District 5450, Rotary International or from other Rotary Clubs. List specifics to your intent to use some of our Club’s DDF, your application timeframe and follow-up plans with our CSC.**
* **List members of the RCE that will be involved in the operations and execution of this program, project or event?**
* **Is this funding request for a potential new *“Rotary Project”* of the RCE?**

**If Yes** - RCE Project Champions will be provided a copy of our *“Rotary Project Guidelines”* for future project verification.

**If No** – then the RCE Project Champion who is representing the other non-profit organization must also submit the 2nd page of this application, **“*Questions for Other Non-Profit Organizations****”*. (Further information: The CSC usually does not recommend funding approval to cover costs for other non-profit’s general operations and overhead expenses.)

**Submit application to:** Michele Vanags (or) Marianne Temple, Community Service Co-Chairs, via email: michele@yourevergreenagent.com (or) mariannetemple60@gmail.com

“***Questions for Other Non-Profit Organizations****”*

**Name of Organization**: **Federal Tax ID Number**:

**Mailing Address:**

**Telephone:** **Email:**

**Web site address:**

* **Number of full-time employees:**
* **Name & Title of organization’s lead contact for this funding request:**

* **What is your organization’s mission statement?**
* **What needs in our community does your organization provide support for?**
* **Has your organization received funding or grants from the RCE in the past? If yes, give details to the amount(s) of past funding your organization has received from the RCE, dates of past funding, and which of your programs or events the funding was earmarked for.**
* **Give specific details to your PR, all media and advertising in which the RCE’s name and official RCE logo will be used pertaining to our financial support of your organization. For event sponsorships, how long will the RCE’s name be shown as a sponsor of your organization through your media sources and PR? Please attach details to your organization’s event sponsorship levels.**
* **At the conclusion of the funded project or event, a report with documentation of how the funds were spent, including receipts, must be submitted to the CSC by the RCE Project Champion.**

**Attachments to be included with funding request application:**

1. Current operating budget including income and expenses. (If less than 90 days remain in your current
operating budget, please submit projected budget for next fiscal year.)
2. Event or program budget (if applicable) including expected income and expenses
3. Event sponsorship levels (if applicable)
4. Most recent year-end financial statement
5. List of members of your board of directors and their occupations/ community affiliations
6. IRS 501(c)3 determination letter, or if an agency of government, such as a school, a letter from the Principal, Superintendent, or other high-level official, on their respective letterhead, confirming that the organization is viable and operates under school supervision. Note: some fire departments do not qualify as either agencies of a government or 501(c)3 and therefore may not be eligible for Foundation grants.
7. Repeat grantees must submit their final report, including narrative, financials and donor recognition for
their most recent grant, if not already submitted.

**Other non-profits must submit page 1 & 2 of this application to:** Michele Vanags (or) Marianne Temple, Community Service Co-Chairs, via email: michele@yourevergreenagent.com (or) mariannetemple60@gmail.com