

## FUNDING GUIDELINES

Marshfield Sunrise Rotary is proud to contribute grants and funds to events, projects and causes in Marshfield and surrounding communities. Every request is reviewed on an individual basis and given consideration based upon the following guidelines and criteria.

### Deadlines

The Board will review and approve requests on a quarterly basis. While grants are accepted throughout the year, submissions for events in the coming Rotary year (July 1-June 30) are encouraged in the spring when budgets are being prepared. Submission deadlines are:

**Jun 30 – August review**      **Jan 31 – March review**  
**Sep 30 – November review**      **Apr 30 – June review**

### Rotary Mission Statement

Together, we see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves.

### Preference

Requests that can demonstrate conformation to the Rotary Four-Way Test (see footer), support the Rotary mission statement (see box), or fall within one of Rotary International's 7 Focus Areas will be given preference.

### Rotary International's 7 Focus Areas



### Requirements

- Funds must be utilized within twelve (12) months of the approval date.
- Images from the event, project, or activity receiving support must be provided to Sunrise Rotary.
- Written Grant Report and Financial Report must be provided to the Sunrise Contact within 90 days of completion of the project. An explanation of any unallocated funds in excess of \$50 and a proposal for how and a date by which they would be utilized must be provided. The Board will review the explanation and determine if funds should be returned to the Sunrise Rotary Club.
- Failure to comply with any guidelines listed will result in an organization/project no longer being eligible for any funding from Marshfield Sunrise Rotary Club until the Board feels it is appropriate to reconsider.
- Although not required, presentation about the organization or event at a Sunrise Rotary Club meeting is strongly encouraged.

### **Marshfield Sunrise Rotary Club will NOT fund the following:**

1. Religious or political objectives
2. Organizations/requests that have a major funding source
3. Fundraisers designed to raise dollars to grant out to another institution
4. Funding sources (own granting organizations)
5. Individuals
6. Non-direct service expenses (no administrative or overhead expenses)
7. Organizations, groups or events that cannot demonstrate a true need met

### ROTARY FOUR-WAY TEST "Of the things we Think, Say or Do"

1. Is it the **TRUTH**? 2. Is it **FAIR** to all concerned? 3. Will it build **GOODWILL** and **BETTER FRIENDSHIPS**? 4. Will it be **BENEFICIAL** to all concerned?

## GRANT REQUEST FORM

Return completed form to: [mfldsunriserotary@gmail.com](mailto:mfldsunriserotary@gmail.com)

### Contact Information

Requesting Organization: \_\_\_\_\_ Address to send check: \_\_\_\_\_  
 Requestor Name: \_\_\_\_\_  
 Position within organization: \_\_\_\_\_ Make check payable to: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Details of the Request

Organization/Agency Summary:	
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### *Project / Event Description*

Name of Event or Project:		Date(s) of Event or Project:	
Grant Request (dollar amount):	Target population and number to be served:		
Goal of the Event/Project:			
Describe your methods for achieving your goal:			
Describe how you will measure achievement of your goal:			

### *Use of Funds / Rotarian Involvement*

What is the planned specific use of Sunrise Rotary Funds (ex. Advertising, refreshments, prizes, etc.)	
List any Sunrise Rotarians involved with your project, or if none currently involved, how you would like Sunrise Rotarians to be involved?:	
How would Sunrise Rotary support be recognized?	

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**Other Funding Sources**

List other funding sources and amounts approved:	
List additional funding sources being solicited and amounts requested:	

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**Additional Notes**

- Allocation in one year does not guarantee funds in following years for multi-year projects.
- Written approval or denial will be sent to the requestor within two weeks of the review date. If approved, the letter will specify when the check will be issued for the project.
- Projects that are denied may reapply up to 2 additional times, after which the project will be ineligible to request funding for one year, unless the project changes significantly.

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**Rotary Club to Complete**

Rotary Sponsor Signature:  Rotary Avenue Chair:

Rotary Avenue of Interest Served (Rotary Avenue Chair to check):

Club
  Community  
 International
  Vocational

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