



Rotary Clubs of Kings County Charitable Foundation (RCKCCF)

Request for Support Form

DISBURSEMENT PROCESS AND CRITERIA FOR CONSIDERATION:

Applications are received annually between 1 January and 15 September. Following a screening and evaluation process that may include a site visit to your organization by members of a disbursement committee, applications are ranked, and a funding recommendation is made to the RCKCCF Board of Directors. The Board of Directors make the final disbursement decision and inform all applicants prior to 31 December.

The criteria used to weigh application information includes at each stage of the process includes:

- Revenue Canada Charitable Registration Number - **Essential**
- Community impact of the project/program
- Access to other funds by the applicant
- Sustainability of the project/program
- Risk of the project/program
- Management history of applicant

TERMS AND CONDITIONS

Should your application be successful in whole or in part, the RCKCCF expects the following:

- A project completion report must be submitted to the RCKCCF within 3 months of completion of project
- The recipient organization must maintain records to show and account for funds awarded and if requested, make this record available to the RCKCCF
- Any portion of funds not used for the specific purpose of application must be repaid to the RCKCCF
- Recipient organizations will cooperate with any efforts of the RCKCCF to publicize the grant award



INSTRUCTIONS Requests for support **MUST** be submitted electronically. You may use the fillable word document below or a PDF. If filled in by hand the document must be scanned and sent electronically. If filled in by hand the writing must be legible and the scan clear otherwise the application will be rejected.

You may digitally attach supporting documents to the application directly or within the email used to send completed application.

Your application by email will serve as an electronic signature of the applicant attesting to completeness and accuracy of the application as well as to accepting the terms and conditions set by the RCKCCF.

Please submit your application to:

Office of the Secretary RCKCCF: rckccf@gmail.com

Details of Application

PROJECT APPLICANT

Name of Organization: Click or tap here to enter text.

Address: Click or tap here to enter text.

Revenue Canada Charitable Registration Number: Click or tap here to enter text.

Contact Person: Click or tap here to enter text.

Position: Click or tap here to enter text.

Telephone Number: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

Date of Application: Click or tap to enter a date.

1. Please tell us about your organization, core funding, activities & staffing (250 words or less): Click or tap here to enter text.
2. Have you Received Funding from Rotary before? Choose an item.



- a. If **YES** – provide project name, date of application and funding request [Click or tap here to enter text.](#)

Project Information

1. Name of Project: [Click or tap here to enter text.](#)
2. Provide a short description of project. [Click or tap here to enter text.](#)
3. Why should your program be supported by the Foundation: [Click or tap here to enter text.](#)
4. How will your project make our community a better place to live? [Click or tap here to enter text.](#)
5. Who will be the direct and indirect beneficiaries of your project? [Click or tap here to enter text.](#)
6. What is your organization’s path to becoming self-sustaining? [Click or tap here to enter text.](#)
7. How will this project aid your organization in becoming more resilient? [Click or tap here to enter text.](#)
8. How will you measure the project’s impact: [Click or tap here to enter text.](#)
9. Total cost of project (with a summary budget): [Click or tap here to enter text.](#)
10. Estimated completion date of project: [Click or tap here to enter text.](#)
11. Other funding sources to which applications have been submitted: [Click or tap here to enter text.](#)
12. Will this project go ahead if you do not receive funding from the RCKCCF? [Click or tap here to enter text.](#)
13. Please briefly outline how your organization will recognize Rotary for the support: [Click or tap here to enter text.](#)
14. Please provide the official name of the organization a cheque would be made out to in the event your application is approved: [Click or tap here to enter text.](#)
15. Complete and return the **Completion Report** within 12 months