

Moncton West and Riverview Rotary Club Funds Request Form

Introduction

The Moncton West and Riverview Rotary Club accepts funds request applications for the Rotary Year – July 1 to June 30. The deadline for submitting fund applications are August 1st for special requests and November 30th for annual giving. Funds requested must be completed on a “Fund Request” form and will be given only to non-for-profit organizations – not individuals.

MWR considers requests from organizations working in the areas of children and youth programming, healthcare and low income families. In particular, MWR funds organizations that are engaged in cultivating the character and personal responsibility of children and youth as well as providing intellectually and socially enriching experiences.

I. Proposal Summary (Executive Summary)

The Proposal Summary should be about one paragraph of 1-3 sentences and should include the amount of funding requested and give the most general description of the use that will be made of the funds.

II. Organization Description and History

The Organization Description and History section should include the history of the organization, its structure, major accomplishments of the organization, relevant experience and information about prior grants received.

III. Background

This section should provide the reader with an explanation of the problem that has created the need for the program that will be funded by the requested grant. It should provide evidence that the problem exists as well as that the proposed project will contribute to a solution to the problem or will reduce the problem. You should highlight why your program should be funded over others.

IV. Project Description

The project description should give the reader a detailed description of the program that will be funded by the requested grant. This description should explain the duration of time during which the funds will support the project, the goals of the project, how they will be achieved, how success or failure will be measured, what services you promise to deliver to what population and what results you expect to bring about.

V. Budget

Example:

Expenditure Category	Funds Requested	Funds from Other Sources	Total

VI. Follow – Up

Our Club receives many funding requests. We want to measure our impact on the community. If we agree to support your specific funding request we expect a follow-up report. You outlined a time line in your request and we ask you to report back to our Club to tell us if we helped you to meet your core objectives.

Please include in your application wording that includes a follow-up report to Moncton West and Riverview Rotary Club.

Suggested wording in your application:

As a condition of accepting the financial contribution from Moncton West and Riverview we agree to provide a written report that outlines the use of the money received. This report will be issued in May each year.

VII. Application completion

The application will include contact information and the appropriate signatures of people who are on the Board/Executive of your organization. Forward your request to our Board or Charities committee for review using the following:

Moncton West and Riverview Rotary
Natasha Ostaff, Chair of the Charities Committee
Email: ostaffn@gmail.com