



April 20, 2018

President

Terry George

**Subject – Rotary Club of Honolulu Weinberg Friends Project
Weinberg \$10,000 Grant: Request for Proposal Guidelines**

President Elect

Bub Wo

Deadline for submission is Friday, May 25, 2018

Treasurer

Kevin Hall

Dear leaders of organizations that serve Hawaii’s “poor and needy” population,

Secretary

Rich Proctor

Background:

On Saturday morning, August 25, 2018, the Honolulu Rotary Club will perform a Weinberg Friends Program Community Service Project on Oahu. If the Club is successful in having at least 25 of our members fully participating, we have the ability to recommend that the Harry & Jeanette Weinberg Foundation make a \$10,000 grant to a 501(c)(3) nonprofit charity in recognition of the service project. **The grant must be used for a program that directly benefits poor and needy people and will be presented to your organization at a future Rotary lunch meeting.**

**Immediate
Past President**

Rick Towill

We are requesting selected community organizations to submit a proposal for the Weinberg Friends \$10,000 grant no later than Friday, May 25, 2018, and addressed to Rotary Club of Honolulu, emailed to administrator@honolulurotary.com or mailed to the Club at 705 Queen Street, Honolulu, HI 96813.

Directors

Peter Evans

Karin Holma

Liz Howard

Hai Cha Lambert

Sally Mist

Diana Sakurai

Bryan Watkins

Tracey Wiltgen

Gwen Yamamoto Lau

Request for Proposal:

The proposal, which need not be more than three pages, should include the following:

Administrator

Martha German

- **Brief Summary** of the organization’s mission and major achievements.
- **Community need** or opportunity that will be addressed by the project.
- **Description of the population to be served**, including age range and your criteria for confirming poor and needy status.
 - **Project or program strategy**, indicating what your goals are and how you intend to achieve them.
 - **Planned evaluation methodology** to measure outputs, outcomes, and impacts.
 - **A budget** indicating the financial and in-kind resources required and how much of those resources, in any, have already been secured. Be sure to indicate how the potential new Weinberg Foundation grant monies will be used.

Sister Clubs

RC Kyoto

RC Pusan

RC Shimbashi

RC Taipei

- **Timing** of the project or program, indicating the period of time over which grant monies will be spent.
- **Sustainability plans** to support and continue the services after the project completion.
- **NOTE: If the requested funds are for a capital project, only 30% of the expense can come from the Weinberg Foundation's \$10,000 grant.**

Additional Materials

Additional materials accompanying the proposal (feel free to attach them as pdf documents if you're emailing us the proposal) should include:

- Internal Revenue Service determination letter for status as a 501(c)(3).
- Most recently completed audited financial statements.
- Organization's current fiscal year operating budget.
- List of the Board of Directors and senior management.
- Cover letter including signature of the president/executive director and the presiding officer of the board, indicating support for the project.
- Contact Person: Name, title, email, and phone number.

Questions regarding information to be included in the proposal should be directed to Martha German at (808) 922-5526 or email at administrator@honolulurotary.com.

We look forward to your response.

Yours in Rotary,

Bub Wo, President, 2018/19
Paul Saito, President-Elect, 2019/20