

## Community Service Mission Statement

The Rotary Club of Rohnert Park-Cotati is the recipient of requests for funding to local service related organizations. In addition, the club will at times provide labor assistance within the community to support projects that are deemed worthy. The Board of Directors evaluates all requests for financial and other support, making formal recommendations as to the distribution of funds and membership assistance. Local funds that are designated must meet the overall goals and objectives of Rotary International and the Rotary Club of Rohnert Park-Cotati.

## Guidelines

1. The Board of Directors looks to support:
  - a. Organizations that support the development of youth and the necessary skills needed to help them become productive adults.
  - b. Organizations that support senior citizens.
  - c. Organizations that are directed toward helping the socially or economic disadvantaged become more self-sufficient.
  - d. Organizations who are not supported by large foundations or have their own significant fundraising efforts.
  - e. Pilot programs or start-up situations where a small contribution can make an impact.
  - f. Individuals who have needs that are in keeping with the current missions of Rotary, such as Polio Plus and Education.
  - g. Programs/projects that serve the communities of Rohnert Park and/or Cotati.
2. The Board of Directors designates funds each year to Community Service projects. Funding to a single organization or project does not normally exceed \$1,000 per year.
3. College level scholarship funds are available only through the club scholarship program.
4. The Board of Directors does not as a general rule favor funding to:
  - a. Religious organizations for religious reasons

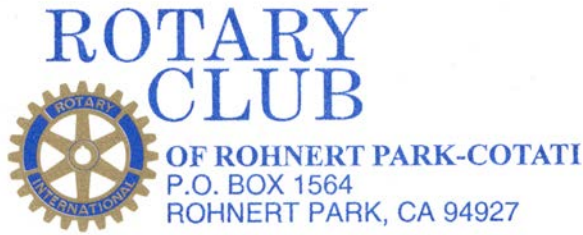
- b. Major capital fund drives or endowment funds
- c. Any political or lobbying activity
- d. Athletic or social organizations (individual funding is possible)
- e. Basic or applied research
- f. Special events, tickets and fundraising benefits

### **Funding or labor assistance request procedures**

1. All requests for funding or labor assistance must be submitted in writing. Using the grant application form will speed up the acceptance process.
2. Requests are accepted throughout the year but the club budget process takes place in the summer months with major fundraising in the fall.
3. Notification of approval or denial of funding or labor requests will come from a member of the Community Service Committee or a board member of the Rotary Club of Rohnert Park-Cotati. Sometimes clarification may be necessary to evaluate a request and that will also be communicated to the requesting person or organization.
4. In order to be considered for further funding or assistance, it is requested that the Rotary Club of Rohnert Park-Cotati be given a formal response as to how the money was spent and/or how our labor force was utilized. Please provide copies of any publicity that resulted from our assistance.
5. As a condition of the funding, the recipient organization(s) may be required to partner with the club in the completion of local projects or fundraisers.

Funding/labor assistance applications should be mailed to:

Rotary Club of Rohnert Park-Cotati  
Attn: Community Service Chair  
P.O. Box 1564  
Rohnert Park, CA 94927



Local Community Service Funding Application \_\_\_\_

Local Community Service Labor Application \_\_\_\_

Organization / Individual Name \_\_\_\_\_

501c3 status Y\_\_\_ / N\_\_\_

Other Non-profit status Y\_\_\_ / N\_\_\_

Organization Address \_\_\_\_\_

Phone Numbers: Work \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_ Other \_\_\_\_\_

Contact Person: Name \_\_\_\_\_

Title \_\_\_\_\_

Project title and brief description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location and size of group served \_\_\_\_\_

Amount requested from the Rotary Club of Rohnert Park-Cotati \_\_\_\_\_

Total project cost or annual budget if funding is requested \_\_\_\_\_

Will the amount requested be more than 25% of the total cost of the project?

Y\_\_\_ / N\_\_\_

Other sources of funding applied for this project/budget \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please answer the following questions to help the Board of Directors determine a recommendation for funding and/or assistance. Please type these answers on a separate piece of paper and attach.

1. What is the purpose of the project? What specifically does it accomplish? What problems will be solved by the use of the requested funds?

---

---

---

---

---

---

---

2. Who else in the community is working with you or working on the same problem/project?

---

---

---

---

---

---

---

3. Specifically how will our funds be used?

---

---

---

---

---

---

---

4. Is there a plan for media exposure and what is your plan to contact them? What is your plan for publicly recognizing the contribution of the

Rotary Club of Rohnert Park-Cotati?

---

---

---

---

---

---

---

5. If you plan on requesting more funds in the future, please describe briefly the sufficiency of this funding. Is this a multi-year request?

---

---

---

---

---

---

---

6. Is there anything else you would like to tell the Board of Directors?

---

---

---

---

---

---

---

Additional items to attach:

- The organization's IRS letter of determination
- The organization's board of directors
- The organization's most recent annual financial statement

If this is an individual request, please attach a letter of support from a non-relative familiar with your situation, such as a doctor, therapist, teacher, or coach.

Completed Applications should be sent to: Rotary Club of Rohnert Park-Cotati  
Attn: Community Service Director  
P.O. Box 1564  
Rohnert Park, CA 94927