



## ROTARY CLUB OF HAWTHORN SERVICE PROJECT EVALUATION

An effective Rotary Club service project is one that meets identified needs of the local community or overseas communities where appropriate. This form should be completed by the Avenue of Service Director and forwarded to the Rotary Club of Hawthorn Board for approval prior to the project proceeding.

Consideration will be given only to those applications that meet the following criteria:

- Community based, non-profit, volunteer, public service or Rotary approved charitable organization.
- Community based, non-profit, arts, cultural, educational, recreational or Rotary approved social service organization.

Consideration cannot be given to those applications for projects which have a primary purpose to promote sponsorship of a specific religious, social, political or economic view.

1. **NAME OF PROJECT:** .....
2. **INITIATED BY:** .....
3. **AVENUE OF SERVICE:** .....

### **SERVICE PROJECT EVALUATION**

The decision to proceed with the project will be determined by the application of the following criteria.

#### **1. THE FOUR WAY TEST**

Yes    No

- Is it the truth?
- Is it fair to all concerned?
- Will it build goodwill and better friendships?
- Will it be beneficial to all concerned?

## **2. LASTING VALUE**

Will the project create something that will last within the community, materially, spiritually or intellectually?

Does the project benefit the greatest number of people for the longest period of time?

Supporting Comments:

## **3. ROTARY PROFILE**

Does the project promote and display the Rotary Logo through signage or other means?

Supporting Comments:

## **4. FOCUS**

Does the project address one of the key areas identified in the Rotary Club of Hawthorn program for the current year?

Supporting Comments:

## **5. DIRECT INVOLVEMENT**

Does the project allow for Rotarians to become personally involved?

Supporting Comments:

## **6. FINANCIAL**

Is the participation by the Rotary Club of Hawthorn essential for the service project to proceed?

Supporting Comments:

## **7. TIMELINE**

When will the project require funds contribution from the Rotary Club of Hawthorn?

Over what timeframe would the funds be paid?

Supporting Comments:

## **8. MATCHING GRANTS**

Does the project qualify for a Matching Grant?

Has an application been prepared?

Supporting Comments:

## **9. EFFECTIVENESS**

How will the effectiveness of the project be measured?

Has a Risk Analysis been conducted on this project?

Is there a financial risk to our Club?

Does it have the potential to expose the Rotary Club to Legal action?

Supporting Comments:

## **10. EXIT POLICY**

At what point of time does the Rotary Club of Hawthorn cease its involvement in the project?

Supporting Comments:

## **11. CONFLICT OF INTEREST DECLARATION**

In accordance with the Club's policy, I confirm that I/We are not in conflict with any of the provisions contained in the Rotary Club of Hawthorn Conflict of Interest Policy (refer below)

Submitted by Name: .....

Signed: .....Date: .....

### **Conflicts of Interest Policy**

#### **Community Grants and International Grants Committees**

No Club member shall be involved in any way if the Club is considering any matter on which said Club member or a member of his or her household is:

1. a Board member, trustee, director or officer;
2. a consultant or contractor to the organisation;
3. actively involved in the formulation of the funding request;
4. a management or executive employee of the organisation; or
5. involved or associated in any way whatsoever.

#### **Directors, Trustees and Committee Members**

No Club member serving as a Rotary Club of Hawthorn Director, a Survey Street Trust Trustee, or a member of any committee of the Club or Trust, shall participate in the discussion of or vote upon any matter which may result in a benefit for the immediate family of the member or any funding or grant request from any organisation on which said Club member or a member of his or her household is:

1. a Board member, trustee, director or officer;
2. a consultant or contractor to the organisation;
3. actively involved in the formulation of the funding request;
4. a management or executive employee of the organisation; or
5. involved or associated in any way whatsoever.

#### **Definition of Terms**

As used herein, the term "immediate family" means the member's spouse, parents, grand-parents, children, step-children, grandchildren, step-grandchildren, siblings, and the spouses of each. In addition, the term "household" means a domestic unit consisting of a family who live together along with non-relatives.