



## Salida Sunrise Rotary Club Donation Policy

### I. Intent:

It is the intent of the Salida Sunrise Rotary Club to use its financial resources to support local, national, and international humanitarian projects. Requests will be evaluated based on need and Salida Sunrise Rotary areas of focus. The Salida Sunrise Rotary Club was established with a focus on youth and the environment.

Based on the above, Salida Sunrise Rotary will support requests that meet eligibility criteria and administrative constraints within one of the following categories:

- youth-related projects (with emphasis on education, vocation and leadership),
- environmental projects, and
- community service programs

By way of its scholarship program, administered by the Salida Sunrise Rotary Scholarship Committee, funds are also awarded to eligible high school seniors and college students in the community.

### II. Service in Lieu of Financial Support:

As a service organization, we will gladly offer our time and expertise, within the capacity of the membership, to support eligible programs and projects. We will offer this approach when and if this makes more sense than an outright financial donation.

### III. Eligibility and Use of Funds:

- Club funds awarded as donations must be used exclusively for providing financial support for projects and events that meet Salida Sunrise Rotary priorities as set forth above.
- Funds from the Club cannot be used to cover the recipient organization's ongoing operating expenses.
- Generally, donation recipients are only eligible to receive funding requests greater than \$1000 one time in the two-per-year funding cycles.

### IV. Application Completion Process:

- During the application process, a requesting organization must identify a sponsor(s) who is an Salida Sunrise Rotary member. Consistent with the Salida Sunrise Rotary sponsor guidelines at the Salida Sunrise Rotary/Home/Community Grants web page, the sponsor should work with the requesting organization to complete the application and should be prepared to advocate for the application before the Salida Sunrise Rotary Community Grants Committee.
- The application must use the designed template and be submitted during the dates of the fall or spring application windows as defined on the Salida Sunrise Rotary website.

- The application should be brief, provide answers directly within the application, and limit the use of attachments.

V. Distribution of Funds:

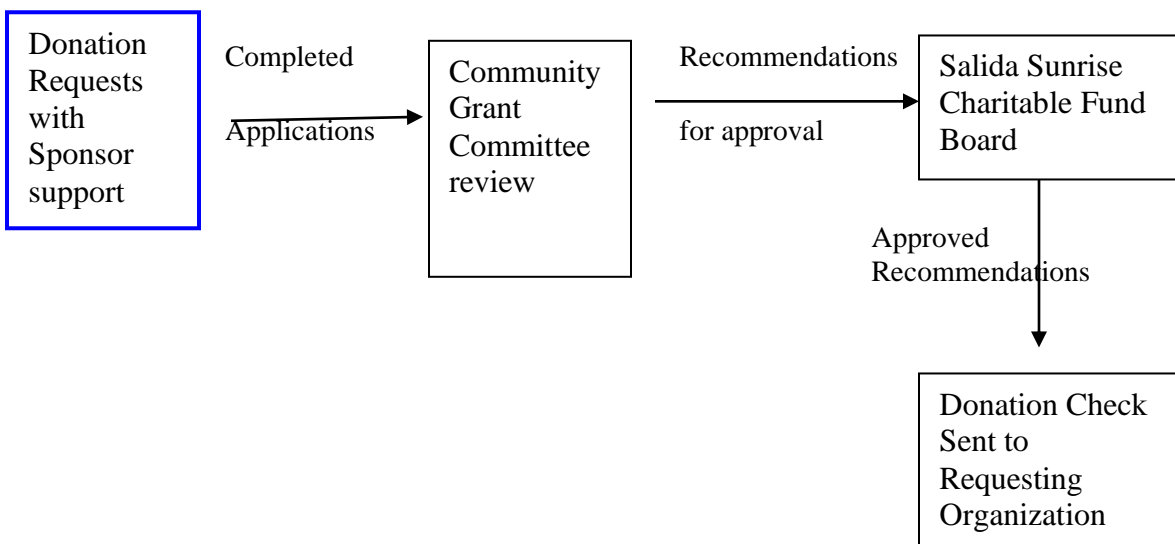
- The Salida Sunrise Rotary sponsor for the donation request is responsible for ensuring any funds provided are properly utilized and that there is a report back to Salida Sunrise Rotary upon project completion.
- The requesting organization is encouraged to visit the Salida Sunrise Rotary Club and share a presentation describing their organization and mission. This visit would be especially appreciated after completion of the funded project or event. Further, members of the requesting organizations are encouraged to engage in the Salida Sunrise Rotary Club programs and consider becoming members.
- In some cases, the funds associated with an approved donation will be provided to the requesting organization only after completion of the project or program. This is to ensure the actual costs are equal to or greater than those estimated at the time of the nomination process.

IV. Application Review and Approval Process:

A. Application submission and review process

- The Salida Sunrise Rotary sponsor is responsible for advising its applicant and for reviewing the Community Grant Application form prior to submission.
- Completed applications are submitted to the Salida Sunrise Rotary Community Grants Committee (CGC). The CGC will evaluate requests twice per year and submit funding recommendations to the Salida Sunrise Rotary Charitable Fund Board for approval.
- Once approved by the Charitable Fund Board, it will make final disbursement decisions. At that point, the Charitable Fund treasurer will send checks to those organizations whose projects were approved.

B. Flow of Approval Process



A more detailed statement of Salida Sunrise Rotary policies and procedures governing community grants. Policy #06: Club Donation Policy, will be found at two tabs:

- Salida Sunrise Rotary/About Our Club/Policies & Procedures, and
- Salida Sunrise Rotary/Board Minutes/Policies & Procedures.