

Community Funding/Project Assistance Application



Applicant organization:	
Primary contact name:	
Phone number:	
Email address:	
Mailing address:	
Project name:	
Project start date:	

The mission of Portola Rotary is to undertake projects that improve our community. Our ability to complete those projects depends on fundraising activities throughout the year. Portola Rotary supports the efforts of other community organizations and civic groups, although most funds raised by the Club are used for Rotary projects.

Portola Rotary may, on occasion, provide financial or in-kind support for non-Rotary projects that are consistent with Rotary goals and supported by the Club and the Board of Directors. Requests for assistance must be submitted at least 30 days before the project starts using the Portola Rotary Funding Application.

Please submit completed applications at least 30 days before the project start date. Include any supporting materials that help explain the request, such as a project budget, sponsorship plan, or description of community benefit.

1. Project description: Please describe the project goal, the community needs it addresses, who will benefit, the expected impact, and why Rotary support is being requested.

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2. Amount requested from Rotary: Please specify the dollar amount requested and describe any in-kind contribution being requested.
3. Total estimated project cost: Please provide the full estimated cost of the project and explain how the Rotary request fits within the overall budget.
4. Is this a one-time project or an annual/recurring project? If annual or recurring, please describe how future funding will be handled.
5. What additional efforts have been made to generate the funds needed for this project? Please include grants, sponsorships, donations, fundraising events, volunteer support, or other confirmed or pending sources.
6. If Rotary provides funding or in-kind support, how will you acknowledge and communicate that support to the community? Please describe any planned publicity, signage, social media, event materials, or other recognition.
7. How did you hear about the Rotary Community Funding/Project Assistance Application? Please identify the person, organization, website, event, or other source that referred you.