

# Funding Requests Guidelines & Application for Funding The Rotary Club of St Peters

## **The Object of Rotary :**

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:-The development of acquaintance as an opportunity for service. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying by each Rotarian of his/her occupation as an opportunity to serve society; The advancement of international understanding, good will, and peace through a world fellowship of business and professional persons united in the ideas of service.

## **Guidelines:**

The Rotary Club of St Peters has set forth guidelines for funding of community projects in an attempt to concentrate on areas of need within our Community.

Funding requests should fall within the following areas of interest:

- Youth at-risk
- Literacy
- Poverty and Hunger
- Environment
- Education Events
- Community Safety

Recipients of funding can only re-apply after 2 years.

The Rotary Club of St Peters will consider requests outside of these areas when they meet needs within our community. These guidelines should be used when making a request to the Rotary Club of St Peters.

In an attempt to maximize club exposure and the usage of funds the following requests will not be considered for:

- Political Fundraising
- Ongoing operating expenses
- Operating costs of start-up programs
- Events or activities that benefit individuals.

## **Deadlines:**

All requests for funding submitted to the Rotary Club of St Peters should follow these Guidelines which are posted on the Rotary Club of St Peters Club's Website. It is important to submit the Application Form posted on the web site. Applications that have not followed this procedure will not be considered.

All requests will be reviewed regularly by the Community Committees. After review applicants will be notified about status of their application. Requests approved by the Community Committee will be submitted to the Board of Directors for approval at its November and May meetings. For consideration for approval at the November Board Meeting, the Grant Application must be submitted to the Community Committees by

October 1st. For consideration for approval at the April Board Meeting, the Grant Application must be submitted to the Community Committee by March 1st. The applicants who are notified that their proposal has been approved by the Community Committees should be aware that the final approval for funding will be made by the Board of Directors of the Rotary Club of St Peters.

### **Proposals : Less than \$1000 request**

Proposals should include the following items:

- Proof of tax free status.
- Description of purpose of this Funding request.
- Total costs needed for project.
- Other sources of additional funds to complete project if needed above Rotary grant.
- Recipient of the Funds agrees to attend a meeting of the Rotary Club of St Peters to accept the donation with photo for Rotary Promotional Publications.

### **Proposals : More than \$1000 request**

Proposals should include the following items:

- Proof of tax free status.
- Mission Statement.
- List of current board members and their affiliations.
- Most recent audited financial statement.
- Annual report.
- Statement of how you will advise the community or media of your partnership with the Rotary Club of St Peters.
- Current agency/project budget.
- Narrative to include the history of the group, how you serve the community, demographics of persons served, number of persons served, and how the funds will be used.
- Disclosure of any relationships to the Rotary Club of St Peters or its Board members.
- Information on program for requested funds.
- Total cost needed for project.
- Recipient of Funds agrees to attend a meeting of the Rotary Club of St Peters to accept the donation with a photo for Rotary Promotional Publications.

### **Project Follow-up:**

All projects that are funded are requested to supply the Rotary Club of St Peters with a report within 30 days of the conclusion of the event/project that includes the following:

- How did you use the donation/contribution?
- How did the community partner notify the community or media of the funding?

### **Submit your requests and questions to:**

The Rotary Club of St Peters Inc.  
PO Box 340  
Marden SA 5070

**ROTARY CLUB OF ST PETERS – APPLICATION FOR REQUEST OF FUNDING**

Organisation Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Location address: \_\_\_\_\_

City/State/Postcode: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Web address: \_\_\_\_\_

Have you previously received funding from the Rotary Club of St Peters? (circle one) Yes No

If yes, what type of support have you received? \_\_\_\_\_

What is the purpose of this Funding request. Please comment on dates, amount and type of support you are seeking. (Use back of this form if necessary.)

Is this an annual event/program? (circle one) Yes No

What are your funding requirements? \_\_\_\_\_

Signature of Applicant & Date \_\_\_\_\_

Printed name of Applicant: \_\_\_\_\_

**Submit to:**

The Rotary Club of St Peters  
PO Box 340  
Marden SA 5070  
stpeters@rotaryclub.org.au