



SERVICE Above Self

Upper Keys Rotary Foundation Funding Request Form

The Upper Keys Rotary Foundation's Board of Directors aims to provide limited charitable giving in support of individuals, groups, and organizations impacting our local community and beyond. Amount available for such giving and funding priorities vary from year to year. The Upper Keys Rotary Foundation will, at its sole discretion, evaluate each request accordingly.

Eligibility

The Upper Keys Rotary Foundation recognizes Service comes in a wide variety of forms and does not limit requests to particular areas of interest. However, funding requests for multi-year, cumulative commitments will not be considered. Decisions to fund a request will be made irrespective of successful requests from prior years.

Requests for Donations:

Requests for donations will not be considered without a completed Request for Funding Form. The Upper Keys Rotary Foundation Board accepts requests on a rolling basis and will review all properly submitted requests at the next regularly scheduled Board meeting. The President may convene a special Board meeting to consider a request he/she deems urgent.

Sponsors

Applicants are encouraged to connect with an active Upper Keys Rotarian to sponsor their request. Sponsors serve a key role in ensuring requests are valid, that the funds reach their intended recipient in a timely manner, and the goals of the Foundation's gift are met. Follow-up is expected on the results of the donation and should be presented by the sponsor or the recipient of the donation within 90 days of completion. If at the time of review there is no sponsor, one may be assigned by the President or his/her designee. Requests for funding from non-profit organizations in good standing shall not require a sponsor.

Submission:

Forms may be submitted by either of the below options or via a UKRC sponsor. Additional information may be requested upon review.

US Mail: Upper Keys Rotary Foundation
Request for Donation or Funds
Attn: Board of Directors
PO Box 1514
Tavernier, FL 33070

E-mail: upperkeysrotary@gmail.com

Please allow up to 4 weeks for a response to your request.

Thank you!



ORGANIZATION OVERVIEW

Name of Organization: _____ EIN or TIN #: _____

Address: _____

Website: _____

Contact Person: _____ Role in organization: _____

Phone: _____ Email: _____

Organization's mission statement or purpose:

Current Board of Directors & Officers:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Number of paid staff? _____

Number of Volunteers? _____

List your organizations usual annual funding sources.

Federal Funding \$ _____

Bequests \$ _____

State Funding \$ _____

Special events \$ _____

Municipal funding \$ _____

Individual donations \$ _____

Corporate foundations \$ _____

Employee Contributions \$ _____

Total Annual Operating budget: _____

Service Foundations \$ _____

Have you received funding from Upper Keys Rotary before? __YES __NO

If yes, when and for what?

PROJECT OVERVIEW

Project Title: _____

Beneficiaries of Project:

__ Youth __ People with disabilities __ Seniors __ Other: _____

Anticipated # of individuals who will benefit from this project: _____

Upper Keys Rotary Foundation Sponsor: _____

Statement of need:

Project description/overview:

Project timeline:

Project Budget:

Item description	Amount		
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____		
_____	\$ _____	Total Project Cost:	\$ _____

Amount Requested from Upper Keys Rotary: \$ _____

Would UKRF monies be used towards any line item specifically?

List other confirmed or potential funding sources FOR THIS PROJECT. Indicate amount and status of request. Include other Rotary Foundations.

Funding Source	Amount	Status

If awarded funding, how will your organization acknowledge Upper Keys Rotary as a project funder?

Additional Remarks or Comments regarding this donation request:

Acknowledgements

Please acknowledge each of the below by initialing on the provided line.

_____ Funded organization will use all awarded monies for the purpose outlined in this Funding Request. Any changes in project or program will be communicated in writing to the Upper Keys Rotary Foundation immediately prior to spending of funds.

_____ Funded organizations agree to recognize Upper Keys Rotary as a funder.

_____ Applicant will provide a project update within 90 days of project completion.

Printed Name of Applicant

Signature

Date