



**SERVICE Above Self**

## **Upper Keys Rotary Foundation Funding Request Form**

The Upper Keys Rotary Foundation's Board of Director 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 multiyear, 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:** ukrcpresident@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		
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____		
_____	\$ _____	<b>Total Project Cost:</b>	\$ _____

**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