

WCS Project Unity Committee
District 5020 Area 4 (Greater Victoria)

Procedure to Approve and Commit PUC Matching Grants.

Applicable to funding for:

- Global Matching Grants
- District Community Grants

Project Approval Criteria:

Project applications must:

1. Be sponsored by one PUC club acting as a sponsoring club or as a contributor to a project sponsored by a non-PUC D5020 club. The sponsoring club and its project committee will be responsible for submitting the application form and managing the project while it is in progress or if a contributor, will report back progress and completion to PUC. Copies of reports submitted to District or TRF will be acceptable.
2. Meet all District and TRF Grant eligibility rules as are applicable.
3. Be described in the standard PUC Project Template submitted to the PUC chair by email. The application must fully define the project with respect to an implementation plan defining what will be done, who will benefit, a budget and who is responsible for all tasks. Application must specify the amount of money to be contributed by the Sponsoring Club and others and what is being requested of PUC.
4. Be submitted to a PUC meeting for approval before applications are approved by District or TRF. Grants will not be made retroactively.

Project Matching Grants:

1. PUC Grant per project will be the lesser of:
 - a. \$1250
 - b. 20% of the project budget
2. These limits only apply to PUC Matching Grants funded by Annual Member Club contributions. Funds raised from fund raising activities and/or sponsorships may be used as designated by the intention of the fund raising or as intended by the sponsor. This shall include repayable loans to clubs to needing to advance funds on projects subject to refund on completion. (e.g. District Community Grants)

Ratification Procedure.

1. Notice of a proposal by a club to seek matching funding for a project must be made by email to PUC chair prior to a scheduled meeting of the PUC in time for the chair to circulate to members either prior to or with the scheduled meeting agenda.
2. A PUC Matching Grant/Loan must be ratified for PUC funding at a regular meeting by a 60% majority vote, one vote per club attending or by clearly written, typed or emailed instructions from an absent club representative, of the clubs that have committed to supporting which ever project is selected.
3. PUC Matching Grants/Loans will be approved on a first come, first serve basis and funding will be then committed to the projects until disbursed or the project proposal is withdrawn or cancelled.
4. PUC Matching Grants/Loans will only be disbursed on submission of a copy of the final grant application and confirmation of its approval from the District or TRF to the Treasurer.
5. Any club that has not made its annual financial commitment to support whichever project is selected may not propose a project for funding nor will they have a vote.

6. PUC Treasurer will show PUC funds committed to Matching Grants/Loans for approved projects on subsequent financial statements until funds are disbursed or withdrawn or cancelled.
7. At such time as the PUC funds have been fully committed, Clubs may elect to submit a proposal for approval subject to funds becoming available (as in the case a previously approved project might be withdrawn or cancelled) or defer the project to the next Rotary Year.

General

1. The members of the PUC are committed to assisting any member club prepare a potential project proposal and to guide them through the steps required to meet the above criteria.
2. This document is effective as of the date of ratification and is not retroactive.

[Original policy ratified November 17, 2006]

[Policy amended March 13, 2007 to define which clubs may vote on ratification of a project]

[Policy amended November, 2008 to clarify responsibilities of the Lead Club]

[Amendments to Project Approval Criteria and Procedures proposed April, 2010 with respect to RI Future Vision Plan, rights of non contributing clubs and retirement of Rand Hillier were ratified May 11, 2010.]

[Policy amended and ratified Jan 15, 2013 with respect to maximum funding per project for club contributed funds and clarification of other details]

[Policy amended and ratified July 8, 2014 to delete restriction on using PUC funds as a basis to match other TRF grants.]

[Maximum grant increased from C\$1000 to C\$1250 at May 2015 meeting.]

[General revisions to acceptance criteria and ratification procedure to reflect actual practice and clarify expectations of applicants. Ratified October 13, 2015.]