Rotary Club of Rock Island

Donation Guidelines and Application
for requests of funding

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:

1. The development of acquaintance as an opportunity for service.
2. High ethical standards in business and professions; the recognition of the worthiness of all useful occupation; and the dignifying by each Rotarian of his/her occupation as an opportunity to serve society;
3. 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 Rock Island has set forth guidelines for community donations in an attempt to concentrate on areas of need within our community (Illinois Quad City Area). Donation requests should fall within the following areas of interest:

- Children at Risk
- Literacy
- Poverty and Hunger
- Environment
- Education/School events
- Violence/Community Safety
- Individuals with Disabilities

The Rotary Club of Rock Island 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 Rock Island.

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

- Political Fundraising
- Ongoing operating expenses
- Salaries, benefits or administrative costs of start-up programming
- Fundraising events that benefit individuals

Board approved: 9/19/05

Deadlines:

All requests should be made 30 days prior to the set reviews. Your group will be contacted by a representative of the Rotary Club of Rock Island if your project has been selected for consideration. In some cases, a community partner may be asked to present at a weekly meeting to the Club to educate us about your project/program.

Proposals will be reviewed according to the following timeframes:

If received between: July 1st – September 30th   Considered in: October
        November 1st – January 31st February
        March 1st – May 31st June

Proposals:

Proposals should include the following items:

- A copy of IRS determination of your not-for-profit status (501c3)
- Mission Statement
- List of current board members and their affiliations
- Most recent audited financial statement
- Annual report
- Statement of how your will advise the community/media of your partnership with the Rotary Club of Rock Island
- A current agency budget/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.
- Any relationship on the part of any committee member or Board member to the organization to be funded must be disclosed. Such a relationship shall preclude the committee or board member from voting on the request.
- Cover sheet (supplied in packet)

Project Follow-up

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

- How did you use the donation/contribution?
- Provide a photograph(s) of the event.
- Receipts for any equipment or supplies purchased.
- How did the community partner notify the community/media of their funding? (include newspaper clippings if available)

Submit your requests and questions to:

Rotary Club of Rock Island
P.O. Box 4514
Rock Island, IL 61204

Board approved: 9/19/05

Rotary Club of Rock Island

Cover Sheet
(Application for request of funding)

Agency Name: _____ Date of request: _____

Location address: _____

City/State/Zip: _____

Mailing Address: _____

Phone: _____ Fax: _____

E-Mail Address: _____

Contact Person and title:
_____

Have you received funding from the Rotary Club of Rock Island in the past?

Circle one: yes no

If yes, what type of support have you received? (Provide dates, amounts and types of support)

_____

Does your agency have a website? If yes, please provide address:

_____

Is this an annual event/program?

_____

Amount of Requested funds:

_____

_____ _____
Signature of Applicant   Date

_____
Printed name and title of applicant

Submit to: Budget Priorities Committee, Rock Island Rotary
              P.O. Box 4514
              Rock Island, IL 61204-4514

Board approved: 9/19/05