

Rotary Club of Sun Peaks

Request For Funds

Please submit this application plus all supporting documents to Sun Peaks Rotary Funding Committee via email, Katherine Campbell, at sunpeaksrotary@gmail.com

For requests of **\$500 or less** please complete section **A & B**

For requests **over \$500** please complete section **A, B & C**

Applicants may be asked to attend a meeting. The Rotary Club of Sun Peaks meets every second Thursday, 7:30am at Bottoms Bar and Grill

Application Intake Dates:

October 15th

April 15th

GRANT APPLICATION

The Rotary Club of Sun Peaks are dedicated people who share passion for both community service and friendship. Our club accepts funding requests two times a year from local organizations. Applications that meet the guidelines are not automatically guaranteed funding. The Funding Committee reviews applications based on our funding priorities/ preferences and available resources.

GUIDELINES

DEADLINES: Grant applications are due **October 15, and April 15.**

Distribution of funds will be **Jan 1 & June 1** each calendar year.

AMOUNT: The Grants Committee can approve funding of up to **\$500** for any given project. Requests of more than \$500 may be funded, however the committee may decide to bring the request forward to the Rotary Club of Sun Peaks Board of Directors for review and decision at their next meeting. This will likely mean the funding decision will be delayed from what is stated above. Only extraordinary requests above **\$500** will be taken forward to the Board, and most applications should not request more than **\$2000.**

GUARANTEE: Applications that fit our criteria are not automatically guaranteed funding and may be funded at a lesser amount than what was requested.

NOTIFICATION: Grant applicants will be notified by the Funding Committee Chair whether successful or unsuccessful.

NOT-FOR-PROFIT: Applicants must themselves be a not-for-profit organization or be partnering with a not-for-profit organization on the initiative the funding would serve.

ADDITIONAL INFORMATION: Applicants may provide up to one (1) page of additional information to supplement their request if they so desire. Please do not provide additional information beyond the application and one extra page. If further information or clarification is required, the Funding Committee Chair will reach out. If information is shared beyond what is specified here, it will not be used in the assessment and may negatively impact the application. Additional sheets to answer the application questions

or to share a budget are acceptable provided word limits are adhered to.

PRESENTATION: Applicants whose funding request is successful must attend a Rotary meeting to make a short presentation explaining how the support was utilized. The Rotary Club of Sun Peaks will reach out to coordinate this. Failure to appear if requested may negatively impact future applications. Our club meets every second Thursday morning at 7:30 am at Bottoms.

CHEQUE PHOTO OP: By submitting an application, applicants agree that they will coordinate with the Funding Committee Chair and be available for a cheque presentation photo opportunity with members from the Rotary Club of Sun Peaks.

ONE TIME FUNDING: Requests should be for one-time funding of a project or initiative.

TIMING: Requests to support projects which have already occurred will not be accepted.

EVIDENCE: Upon request, successful applicants are expected to provide evidence the funding was used as stated in this application. Applicants will have 30 days from the date of the emailed request from the Grants Committee Chair to provide such evidence.

Please ensure that you have read the guidelines and that you understand that not adhering to them may negatively impact this and future applications.

PRIORITIES/ PREFERENCES

- Preference will be given to funding requests that provide a long-lasting positive impact in our community.
- Provide benefit in the following areas: Elders/ Seniors, Youth at Risk, Indigenous, Poverty, Literacy for Children/ Youth.
- have a hands-on component where our club can get involved.
- have a large community impact as opposed to benefitting only a few individuals.
- demonstrate other sources of funding where the request is not expected to cover the full need.
- offer an opportunity for Rotary Club of Sun Peaks branding, especially if our logo can be placed on something permanent/ long-lasting, such as a sign.
- are new funding requests from organizations/ projects that we have not funded recently.
- present a completed application form and have adhered to our guidelines.

The Rotary Club of Sun Peaks funds initiatives in all areas so all requests are encouraged. The identified areas above will only be utilized to prioritize applications should there be more requests than funding available.

In general, we will NOT fund:

- Requests from individuals.
- Operating costs.
- Costs tied to travel.
- Wages.
- Playgrounds, unless they are available to the general public.

HOW TO APPLY

1. Determine if your project fits our guidelines and priorities.
2. Fully complete the application form below. Failure to complete the form fully may have a negative impact on the request.
3. Email the completed form to sunpeaksrotary@gmail.com by any of the two deadlines: October 15, or April 15. Hard Copy applications will not be accepted.

Section A—Organization Information

Name of Organization applying for funds: _____

Name of contact person: _____

Phone number: _____ Email: _____

Address: _____

City: _____ Postal Code: _____

Website address: _____ Cheque payable to: _____

Date of application: _____ Deadline for funding: _____

Please note: Funding request approvals may take up to three months. Please do not apply for funding with a lead time less than three months. Please see notes at the end of this application for details.

Section B—Details of Request

Request Summary: *Please remember to include ANY information which might be relevant.*

Briefly describe the organizations requesting funding:

Describe the project the grant will fund:

Describe the impact of this project on those involved—who will benefit?

Has this organization previously been funded by Rotary?

If so, please provide details including the date and amount of funding.

Recognition: *How will this donation be recognized by your organization?*

Section C—Request Budget

Please provide a detailed budget (of this project only) not just of the portion for which funding is being requested.

<i>Please attach a separate sheet if necessary.</i>				
Please provide itemized details	Total Budget	Amount Contributed by your organization	Amount Requested	
	\$.00	\$.00	\$.00	
	\$.00	\$.00	\$.00	
	\$.00	\$.00	\$.00	
	\$.00	\$.00	\$.00	
Total	\$.00	\$.00	\$.00	
What other partnerships will be required to make this project work—if any?				

Please provide any other information not requested above that you believe is relevant to this application:

Notes to applicants:

- *Project requests are reviewed in order of receipt and may take up to 2 months in review.*
- *The Funding Committee reviews the applications and **approves amounts up to \$2000**. Amounts greater than this are presented to the board and reviewed at the next meeting. The board of directors meets approximately every 5 weeks.*
- *Applications that are approved for funding are notified by the Funding Committee representative and those not approved are also notified.*
- *Applicants whose funding request is successful may be asked to attend a meeting to accept a cheque and make a small presentation about their project if this has not been done prior to the request.*
- *Successful applicants will be expected to provide evidence the funding was used as stated in the application. This will vary depending on the project, but may consist of a photo of the event or acquisition etc.*