Process and Criteria for Submittal of Richland Rotary Project Application

Process for Community Services Projects: Nominating, Submitting, Evaluating, Judging, Approving, Executing, and Closing Out

1. A Rotary champion represents a community service non-profit by nominating a project for either funding or labor.
2. An application form is filled out providing required information about the project.
3. The completed application form is presented to the Community Service Committee for consideration
4. The Community Service Committee recommends or denies application
5. Projects recommended by the Community Service Committee will be presented to the Board for approval or denial
6. Approved projects go back to Community Service Committee or champion for execution
7. Project is executed
8. Report is written to close out project

Criteria for Richland Rotary Club Community Service Project

Eligible organizations meet these criteria:

Legally recognized governmental entity, such as municipal, county, state, etc.

    Or

1. Registered 501(c)(3) not-for-profit organization in good standing with the IRS
2. Does not engage in discrimination because of race, color, national or ethnic origin, age, religion or creed, disability, sex, sexual orientation, gender identity or expression, veteran status, or any other characteristic protected under applicable federal or state law in the delivery of services.

Preferred Projects:

1. Request for funds or labor will be for a **specific project**, not just the general operating budget of the organization or routine maintenance;
2. Request is **for a specific amount of money or problem resolution**;
3. Should be able to be completed the end of the current Rotary year;
4. Should be beneficial to the Tri-Cities disadvantaged.
5. Funds are should NOT be used for ongoing operational needs i.e., overhead such as salaries or rent.
6. Funds should not be for the benefit of a particular individual or family needs

Please check the box below that describes the support requested in this application

Requests for Funds (.):

    Funding requests, of up to $2,000, (exceptions may be made with Board approval) are accepted for the following:

    __ One-time needs or projects, or

    __New programs/projects to meet emerging or expanding community needs.