

# ROTARY CLUB OF DEFIANCE

CHARTERED 1920, No. 807

SERVICE ABOVE SELF

HE PROFITS MOST WHO SERVES BEST

Defiance Rotary  
P.O. Box 830  
Defiance, OH 43512



Meets Monday - Noon  
St. Paul Lutheran Church  
671 Clinton Street  
Defiance, OH 43512

## REQUEST FOR FUNDS

1. APPLICANT:  
Name of Agency or Organization \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_
  
2. TAX STATUS OF REQUESTING ORGANIZATION: \_\_\_\_\_  
(Example: 501(c)(3) Attach copy of IRS Determination Letter)
  
3. PROJECT: (Brief description, date(s), who and how many benefit, geographic area served, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. AMOUNT REQUESTED: \_\_\_\_\_
  
5. HOW ARE THE FUNDS FROM ROTARY TO BE USED? \_\_\_\_\_  
\_\_\_\_\_
  
6. WHAT ADDITIONAL SUPPORT OR FUNDING HAS BEEN REQUESTED FROM OTHER SOURCES? \_\_\_\_\_  
\_\_\_\_\_
  
7. HISTORY OF ROTARY SUPPORT: \_\_\_\_\_  
\_\_\_\_\_
  
8. PLEASE ATTACH YOUR ORGANIZATION'S MOST RECENT FINANCIAL STATEMENT AND/OR PROJECT BUDGET.

I HAVE READ THE PROCEDURES AND GUIDELINES ON THE OTHER SIDE.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

# **DEFIANCE ROTARY CLUB FUNDING REQUESTS**

## **PROCEDURES FOR FUNDING REQUESTS:**

1. All funding requests shall be made in writing using Defiance Rotary's "REQUEST FOR FUNDS" form.
2. All funding requests should be submitted at least 45 days prior to the project's initiation, or May 1, whichever is sooner. Rotary's fiscal year is July 1 to June 30. Most funding requests are considered in May.
3. All funding requests shall be addressed and submitted to the Rotary Club of Defiance, P.O. Box 830, Defiance, OH 43512. All requests will be submitted to the Club's Board for discussion and vote on whether to accept, modify or reject the request. The approved requests will then be submitted to the Rotary Foundation Board of Trustees for final approval.
4. The Secretary will respond to the applicant, informing him or her of the Board's decision.
5. Given a positive response to the request, we ask that the applicant or designated representative to attend a Defiance Rotary lunch meeting as our guest to accept our funding check, if possible.
6. Following the event or program for which funding was granted, the applicant or designated representative should return as our guest to a club meeting to share the impact that our funding benevolence provided. In lieu of a personal report, a written report may be sent to the President to be read to the membership at the earliest convenience.

## **GUIDELINES FOR ANALYZING REQUESTS:**

1. The program or events target population and geographical area.
2. Diversity and maximum benefit in funding projects that relate to Rotary's four avenues of service – club, community, vocational and international.
3. No donations to political candidates, issues, causes or PAC's (political action committees).
4. The Board should not commit future Boards to continued or future funding projects.
5. The Board may approve requests from time to time however, the majority of funding requests are made and approved in May of each year.
6. The Board will consider a variety of factors including but not limited to other funding sources when funding requests are submitted.