

CLUB PROJECT APPLICATION

Fresno
Rotary



The Rotary Club of Fresno unites business professionals to take action and create lasting positive transformation in ourselves, our community and across the world.



CLUB PROJECT & GRANT APPLICATION **OVERVIEW**

REQUIREMENTS: All **Club Project and Grant Applications (Applications)** require a club member project advocate. That advocate cannot be a current Club board or staff member or a board or staff member of the beneficiary organization; however, Club board members and staff may choose to serve on the project. Applications must be signed by the club advocate and have at least four additional club members willing to serve on the project.

TIMELINE: Applications for the Club's upcoming fiscal year (July 1-June 30) are **DUE APRIL 15 OF EACH YEAR**. Please include detail of expenditures and quotes from vendors, if possible. The Avenues of Service Directors (Club, Community, International, Vocational or Youth) will review applications, and, if approved, forward it on for consideration to the Club Board of Directors. The application process will be completed by the end of July.

EVALUATION CRITERIA: All submitted Applications must be complete. Incomplete Applications will not be considered.

THINGS TO REMEMBER: Fresno Rotary 501(c)(4) by tax status promotes social welfare and is interested in the meeting the needs of large numbers of people.

Fresno Rotary Foundation 501(c)(3) by tax status provides grants to other organizations that strive to give relief to the poor, the distressed, or the underprivileged; advancement of education or science; construction or maintenance of public buildings, monuments, or works; lessening neighborhood tensions; eliminating prejudice and discrimination; defending human and civil rights secured by law; and combating community deterioration and juvenile delinquency.

Both Fresno Rotary and Fresno Rotary Foundation do not provide grants to:

- Individuals; (except Club scholarships)
- Tax supported governmental agencies (e.g., fire, police), but will consider special projects for public and private schools;
- Organizations or projects outside the greater Fresno area;
- Administration or on-going operating expenses (such as training, debt reduction, computer software and office equipment that does not impact the general public)
- Political projects or those that are primarily related to a political cause;
- Religious organizations for religious purposes;
- Sabbatical leaves or scholarly research;
- Travel, tours and trips;
- Endowments and memorials; or
- Fundraising events, such as sponsorships and incentives.

FUNDING AVAILABILITY: Approved funds will be available after August 1 of each year. Please request funds only when the project is ready to begin. Requests for the release of funds must be made by the project advocate to the office with approval by the sponsoring Avenue of Service Director along with the necessary disbursement information included on the proposal.

ASKS AND IMPROMPTU FUNDRAISING: To create value for our members, we discourage asks throughout the year. This process meets Rotary's Four-Way Test as well as Fresno Rotary's vision statement. Applications received after April 15 may be considered by the Board of Directors, however, due to budgetary or conflicting limitations, projects and grants may be deferred.

REQUIRED PROJECT REPORTING: The Club advocate is responsible for submitting the Report Form as soon as the project is complete, but no later than May 15. Reporting is an essential accountability step and not completing a report suspends eligibility for future projects and being an advocate for future projects until resolved with the Club's Board of Directors.



CLUB PROJECT & GRANT APPLICATION

DUE NO LATER THAN APRIL 15

1. NAME OF PROJECT:
2. CLUB MEMBER ADVOCATE (cannot be a Club or requesting organization board or staff member):
3. PROJECT MEMBERS: Minimally four Club members in addition to the advocate are required (additional members are welcomed and can be included on an additional page)
 - 1.
 - 3.
 - 2.
 - 4.
4. How will this Project meet the Rotary Club of Fresno Vision Statement: "The Rotary Club of Fresno unites business professionals to take action and create lasting positive transformation in ourselves, our community and across the world."
5. How will this Project meet the highest needs and be impactful to the greater Fresno Community? If an International Project, how will it meet the highest needs and be impactful of those on a global basis? How was this determined?
6. How will this Project become sustainable?
7. Timeline for Project—Start date (M/Y): ____/____ End Date (M/Y): ____/____
8. How will this Project recognize Fresno Rotary as well as include the Fresno Rotary Logo?
9. Disclose any conflicts of interest (state if none):

GRANT DETAILS:

10. Amount requested: \$
11. Explain the breakdown of the amount requested:

EXPENSES	AMOUNT

Include quotes from vendors (if possible) with application. If applicable, include breakdown of revenue and expenses from prior projects.

12. Will this project receive funding from other sources? Do you plan to solicit partnerships or outside of club funding to offset expenses? If so, please explain:

REVENUE	AMOUNT

13. Funding for these Applications are partly raised from Rotary meeting raffles. If selected, do you have potential raffle item(s) to support future Applications?

BY COMPLETING AND SUBMITTING THIS APPLICATION, YOU ARE ACKNOWLEDGING YOU HAVE REVIEWED THE OVERVIEW PAGE AND REPORT FORM REGARDING CLUB APPLICATIONS AND ACKNOWLEDGE **A REPORT FORM IS REQUIRED** FOR SUBSEQUENT FUNDING CONSIDERATION FOR FUTURE PROJECTS AS WELL AS BEING AN ADVOCATE FOR FUTURE PROJECTS. IF APPROVED, REPORT FORM AND SUPPORTING DOCUMENTATION (RECEIPTS/ INVOICES/ PHOTOS) ARE DUE AS SOON AS THE PROJECT IS COMPLETE, BUT **NO LATER THAN MAY 15 OF THE FUNDED YEAR**. ALL RECIPIENTS ARE REQUIRED TO SIGN A GRANT TERMS AND CONDITIONS FORM UPON RECEIPT OF CHECK.

Date: _____ Club Member Advocate: _____

CLUB USE ONLY: 1. Avenue of Service (Circle one): Club Community International Vocational Youth 2. Prior Grant Report Form Summited: YES NO

Submit to office@fresnorotary.org, Fresno Rotary, P.O. BOX 11904, Fresno, CA 93775, (559) 519-6260, www.fresnorotary.org



CLUB PROJECT & GRANT **REPORT FORM**

DUE NO LATER THAN MAY 15

REQUIRED PROJECT REPORTING: The Club advocate is responsible for submitting a report form as soon as the project is complete, but **no later than May 15** of the funded year. Please complete the questions below, explain all the budget expenditures and revenue as well as submit photos for publication and historical purposes featuring the Fresno Rotary logo as well as supporters of the Project. Reporting is an essential accountability step and not completing a report suspends eligibility for future funding and being an advocate for future projects.

Name of Project:

Club Member Advocate:

Project Members (minimum of four):

1. How did is this Project meet the Rotary Club of Fresno Vision Statement: “The Rotary Club of Fresno unites business professionals to take action and create lasting positive transformation in ourselves, our community and across the world.”
2. How did this Project meet the highest needs and be impactful to the greater Fresno Community? If an International Project, how will it meet the highest needs and be impactful of those on a global basis? How was this determined?
3. Did this Project become sustainable?
4. How did this Project recognize Fresno Rotary and the Fresno Rotary Logo? Include photo(s) with submission. Good photos include lots of smiling faces along with Club logo, showcasing this projects impact. Photos maybe be used on the Club’s website and social media.

5. GRANT DETAILS:

EXPENSES	AMOUNT

Include final receipts and statements.

6. Did this project and grant receive funding from other sources? If yes or no, please explain:

REVENUE	AMOUNT