



Stanwood-Camano Rotary Club



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Rotary Four-Way Test

1. Is it the **TRUTH**?
2. Is it **FAIR** to all concerned?
3. Will it build **GOODWILL** and **BETTER FRIENDSHIPS**?
4. Will it be **BENEFICIAL** to all concerned?

FUNDING REQUEST POLICIES

The Stanwood/Camano Island Rotary Club is interested in providing support for numerous worthy projects at the local, state, national and international levels. To provide the most appropriate use of those funds, it is necessary for applicants to complete the attached form and to qualify for funding through the review process.

The Club's review process begins with our Grant Application Form. The Grant Committee reviews application each quarter assessing each in relationship with the Club's goals. Decisions will be made based on the information you provide. While a member of this committee may call you for additional information, it is in your best interest to provide complete information at the time of application.

As with all funding organizations, our resources are limited. Thus, there are some guidelines that are well to keep in mind when considering whether to apply to the Stanwood/Camano Rotary for consideration.

There are certain exclusions that are exercised. The exclusions include but are not restricted to the following:

- Personal travel/expenses to attend an event or to undertake a form of study is not supported. The exception to this policy is Rotary sponsored student exchange programs. We are more oriented toward projects such as building facilities for needy persons or populations; providing clothing for underprivileged individuals or families; etc.
- Narrowly confined political or religious activity participation does not fall under the purview of this organization. For e.g. we cannot support a person's travel to a political rally or religious gathering. The Rotary Club and Rotary International are non-denominational entities that, as an organization, cannot and does not identify with a particular sect, religion or orientation.
- We cannot respond to requests for debt reduction or debt service expenses.
- Retroactive funding is not appropriate for our funding procedures. Our funding must be in advance of a project or activity rather than after the activity has occurred should financial support may be needed to cover over spent budgets.
- We do not sponsor political campaigns and will not contribute to campaign coffers.

It is recommended that a discussion with one of the members of the Stanwood/Camano Island Rotary Club be initiated before commencing the application process. The member can give some guidance on the feasibility of the proposal and the likelihood that the club can respond favorably to the request.



**Stanwood-Camano
Rotary Club**

GRANT APPLICATION FORM

Title of project: _____

Name of Organization: _____

Name of person submitting proposal: _____

Contact information for person submitting:

Address: _____

City, State Zip _____

Phone: _____

Fax: _____

E-mail: _____

Web Site: _____

Is this organization incorporated?: YES NO If so, in which state? _____

Is this organization tax exempt with 501(c)(3) status?: YES NO

If not, what type of organization is it?: _____

Federal Tax ID number: _____

Amount of support requested from the Stanwood Camano Rotary Club: \$ _____

Brief description of proposed project:

Anticipated outcome(s) of the project:

How will you measure the effectiveness or success of your project?

Note: It is the responsibility of the person submitting this application to also submit a written report to the Stanwood Camano Rotary Club within 30 of the completion of the project or within 12 months of the grant award, whichever is earlier. Include an accounting for the funds and a description of the outcome of the project.

How would you classify this request? (E.g., funds for meeting, cleanup project, building project.):

Why do you think the Stanwood Camano Rotary Club would be interested in this proposal?

Budget for the project: Include all sources of income for the project and a detailed listing of anticipated expenses for the project. (Attach pages as needed.)

Name of organization sponsoring the project (if not listed above):

If different than the information on Page One of this application, to whom shall a grant award check be written.

Person(s) in charge of the project: _____

By my signature below I confirm that I am a duly authorized member of the organization declared upon this form to submit a request for funding for the project described. I assert that I have fully described and disclosed all relevant information pertaining to the proposed project. I further agree that any funding received through this grant will adhere to the funding request policies as provided with such application. In the event that I am unable to provide requested documentation of such adherence or provide a written record of project status within a reasonable time I agree to reimburse the Stanwood Camano Rotary Club for any undocumented or unauthorized expenditures.

Signature: _____

Printed Name: _____

Title or position: _____

Date submitted: _____

Grants will be considered on a quarterly cycle. Applications are due on the fifteenth day of the third month of each quarter, i.e., on March 15, June 15, September 15 and December 15. Applications for an urgent need will also be considered.