Rotary Club of Wausau
PO Box 1503
Wausau, WI 54402-1503

Club No. 2675 – District 6220   Chartered 1915 – Oldest Club in District 6220

Rotary Club of Wausau – Local Grant Application Guidelines

Rotary is an organization of business and professional leaders, united worldwide, who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world.

The **Object of Rotary** is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- The application of the ideal of service in each Rotarian's personal, business and community life;
- The development of acquaintance as an opportunity for service; and
- The advancement of international understanding, goodwill and peace through a world fellowship of business and professional persons united in the ideal of service.

The mission of Rotary International ("RI") is to assist and guide Rotarians and Rotary clubs to accomplish the **Object of Rotary** and to ensure Rotary's continuing relevance to help build a better world. RI emphasizes and supports service activities by individuals and groups that enhance the quality of life and human dignity, encourage high ethical standards, and create greater understanding among all people to advance the search for peace in the world.

To advance this mission, the Rotary Club of Wausau (the "Club") raises and distributes funds that support projects in Marathon County, in Rotary District 6220, and internationally that are consistent with the mission and focus of Rotary. The Club will endeavor to allocate approximately 70% of its grant funding in support of local Marathon County projects and approximately 30% of its grant funding in support of international projects. The Club will work cooperatively with other civic organizations, other Rotary clubs, and RI to leverage resources into larger contributions whenever appropriate.

The amount of grant dollars available for distribution during a given fiscal year (July 1 – June 30) of the Club will be determined during the Club's annual budget process. Endowment fund income, prior-year fund-raising proceeds, prior year undistributed grant funds, and the general financial health of the Club will be considered in the determination of the appropriation allotted for potential distribution through grants. Grants will be distributed under the authority of the Club's Board of Directors with input from its Grants Committee.

The Club intends to support projects that have a defined scope and duration and is less-inclined to contribute to an organization's ongoing operations or programming. Member input within the Club has identified the following project areas to be of greatest interest for support in the local Marathon County region:

- Sports and recreation (hiking/biking trails, parks) (#1)
- Scholarships (#2)
- Ethics programs (#3)
- Youth activities (#4)
- Hunger prevention (#5)
- Early childhood development (#6)
- Domestic abuse prevention and support (#7)
- Healthy lifestyles and nutrition (#8)

Grant proposals will be considered and awarded on quarterly cycles (July-September, October-December, January-March, and April-June). The Grants Committee will evaluate the merits of each request and will make a recommendation regarding each grant application to the Club's Board of Directors. Requests for grant funding may be submitted at any time using the Rotary Club of Wausau Grant Application form. Requests will generally be considered for funding in the succeeding quarter's grant cycle. The Grants Committee may from time to time make exceptions to this practice.

Requests for grant funding may be made for any amount. Grant awards may be made in the total amount requested or in partial amounts, depending on the merits of the grant request and the available grant funds at that point in time. Multi-year funding commitments may be considered. Grant recipients will be expected to regularly report to the Club on the status of the project and how well the project is meeting the anticipated objectives. Such reports should occur at least annually.

Rotary Club of Wausau
PO Box 1503
Wausau, WI 54402-1503

Club No. 2675 – District 6220   Chartered 1915 – Oldest Club in District 6220

Local Grant Application

Applications are reviewed by the Rotary Club of Wausau's Grants Committee on a quarterly basis. Submit the original grant application, project information, and project budget (as appropriate) for consideration in the succeeding grant cycle. Materials may be submitted electronically to the Grants Committee Chair, Matt Rowe, at mrowe@ruderware.com

APPLICANT INFORMATION: Date submitted:

Organization Name: _____

Contact Person: _____

Address: _____

City:_____ State:_____ Zip: __

Phone Number: _____ FAX: _____ E-Mail Address: _____

PROJECT INFORMATION:
Name of project you are requesting funding for: _____

Project Summary (to be more fully explained in question #1 of narrative response): _____
_____
_____

Total Project Expenses: $_____ Amount requested of the Rotary Club of Wausau: $

Project Start Date: _____Project End Date: _____

Date funding is needed by:_____

Is this a new or ongoing program? U New   U Ongoing   U Both

How many people will this project serve? _____ Directly _____ Indirectly

Focus area(s) addressed by your project:
U Sports and Recreation   U Hunger Prevention
U Scholarships   U Early Childhood Development
U Ethics Programs   U Domestic Abuse Prevention and Support
U Youth Activities   U Healthy Lifestyles and Nutrition
U O t h e r

Type of project that funds are requested for:
U Agency Programming   U Equipment / Supplies
U Capital Improvements   U Research/Studies
U O t h e r

Targeted population to be served by this project (if applicable):
❑ Children /Youth ❑ Adults ❑ Elderly ❑ Low-Income ❑ Minorities ❑ Disabled ❑ Special Needs

Geographic area served:
❑ City of Wausau   ❑ Greater Wausau Area   ❑ Marathon County ❑ North Central Wisconsin
❑ Other _____

Has this project been authorized by your agency's governing board: ❑ Yes   ❑ No

List projects of this organization that have previously been funded through the Rotary Club of Wausau:

Date:	Grant amount:	Project:
_____	_____	_____
_____	_____	_____
_____	_____	_____

ADDITIONAL ORGANIZATION INFORMATION: Year Incorporated: _____

What is the mission of your organization? _____ _____

Is your organization an IRS 501(c)(3) not-for-profit? ❑ Yes ❑ No   ❑ Pending Approval

Is your organization name the same as it appears on your IRS Letter of Determination? If not, explain.
❑ Yes   ❑ No

Is your organization an affiliate of an "umbrella organization"?   ❑ Yes   ❑ No

If yes, name of umbrella organization:_____ _____

Organization's fiscal year: _____Total annual budget: _____

The Rotary Club of Wausau only considers applications from organizations that do not discriminate on the basis of race, ancestry, color, age, familial status, handicap, religion, gender, sexual orientation, marital status, lawful sources of income, national origin, or any other discriminatory practice prohibited by state or federal law.

Have you provided our office with your nondiscrimination policy? ❑ Yes ❑ No, but it is attached

We certify that the information provided in this application is correct to the best of our knowledge. We understand that additional information may be required by the Rotary Club of Wausau to aid its Grants Committee in their review of this request and we are available to answer your questions.

Chief Executive / President: Title:

Date:

_____
Signature of Chief Executive / President

Contact Person   Title:

_____   _____
Contact telephone number   Contact email address

NOTE: Applications for school related projects require the signature of the District Superintendent

_____
Signature of Superintendent

_____
Name of Superintendent

{W0418576.DOC/1}   **Rotary Club of Wausau, P.O. Box 1503, Wausau, WI 54402-1503**   **Revised 03/16/2012**
www.wausaurotary.org
Page 4 of 6

PROJECT NARRATIVE

PROJECT INFORMATION *(narrative responses are limited to four typewritten pages Ð double spaced, 12 point type)***:**

1.   Describe the project for which you are seeking funds, including project goals and objectives.

2.   What is the community need for this project? How will the community be impacted?

3.   Are there any similar projects currently operating in the community? If so, how is your program different and why is it needed?

4.   Are you collaborating with other organizations to meet this particular need? If so, list other organizations participating in the project and describe their roles.

5.   What are the long-term strategies for continuation and funding of this project at the end of the grant period?

6.   Explain how you will measure the effectiveness of your activities (include samples of evaluation instruments used, if applicable).

7.   How will the support of the Rotary Club of Wausau be recognized if the project receives an award?

8.   If pertinent, specify which foundations, corporations, and other sources have already committed to funding and outline other sources that have been approached for funding.

For your application to be considered for funding, the Rotary Club of Wausau must have the following documents on file. Please provide if you haven't done so already *(this is not included in your four-page narrative response limit)***:**

U   An outline of your organizational structure and qualifications of board, staff, and volunteers involved in project. Include a list of your current board of directors.

U   A copy of current IRS determination letter indicating 501(c)(3), or 509(a) tax-exempt status, or evidence that the organization is not a private foundation as defined in Section 509(a). If not available, explain application status. -OR-

U   If you are being sponsored by another agency, a copy of their tax-exempt letter and a signed letter from them indicating their sponsorship.

U   A copy of your most recent annual financial statement.

U   A copy of your organization's nondiscrimination policy.

PROJECT BUDGET
(REQUIRED FOR REQUESTS THAT EQUAL OR EXCEED $1,000)

Project Expenses

Personnel $
Facilities/Occupancy
Equipment/Supplies
Printing/Promotion
Meeting/Travel
Postage
Telephone
Other (specify)

TOTAL PROJECT EXPENSES $ *

Sources of Project Revenue

	Secured Funding	Funding Applied For		Total
Community Foundation	$	$	=	$
Other Foundations	$	$	=	$
Corporations	$	$	=	$
Individuals	$	$	=	$
Federal Government	$	$	=	$
State Government	$	$	=	$
County Government	$	$	=	$
City Government	$	$	=	$
Umbrella Organization	$	$	=	$
Contracts	$	$	=	$
Other (specify)	$	$	=	$

Earned Income

Events	$	$	=	$
Publications & Products	$	$	=	$
Other (specify)	$	$	=	$
Membership Income	$	$	=	$
In-kind Support	$	$	=	$

TOTAL PROJECT REVENUE $ *

*Total Project Expenses must equal Total Project Revenue

Provide a narrative explanation of budget items (in one page or less) if necessary.