



Rotary Club of Portsmouth

PO Box 905
Portsmouth, NH 03802-0905

REQUEST FOR FUNDS APPLICATION

Due by January 31st

1. Organization: _____

2. Address: _____

3. Contact Name: _____

Contact Phone: _____

4. PURPOSE or MISSION of organization or PROJECT IDENTIFICATION:

5. Reason for requesting funds:

6. Amount requested: \$ _____ When needed: _____

7. Have you requested Rotary funds before? ____ If so, when: _____

8. If this is your first request list your past funding sources:

9. Are you applying for funds from other sources in connection with this request at this time? _____. If yes, identify the other sources:



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10. Is your organization recognized tax exempt by the IRS under IRC 501(c)(3)? _____
- a) Are you applying for funding through the use of CONDUIT or PASS THROUGH IRC 501(c)(3) organization? _____
 - b) If so, do you have a written agreement with such organization to PASS THROUGH funds if awarded? _____
 - c) Is the CONDUIT or PASS THROUGH an IRC 501(c)(3) entity? _____. If yes, provide a copy of the IRS determination letter for such entity.

11. Indicate percentage of requested funds to:
- a) Your total annual operating budget _____%
 - b) Your budget project costs _____%

12. Indicate level of financial statement:
 Audit ___ Review ___ Compilation ___ Internally Generated ___

13. Supplemental documentation:
- a) Supporting materials for request
 - b) Most recent annual financial statements (fiscal year)
 - c) List of current officers and trustees/directors

14. Comments: _____

PLEASE NOTE

Requests are subject to the review of a Donations Committee Member, which will result in a visit and/or telephone conference with you for verification and to seek additional information if necessary.

Grants awarded in excess of \$1500 require follow-up by a Donations Committee Member and documentation as to the actual use and/or application of funds.



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DONATION COMMITTEE MISSION STATEMENT

The purpose of the Donations Committee is to review, define and allocate charitable funds available through the Club on an on-going annual basis. Such allocations should reflect consistent guidelines set forth by the Board of Directors and should respect the wishes of the General assembly.

The process of funds allocation is based on the following criteria:

1. Donations should be focused on those community needs within the Seacoast Area covered by the Portsmouth Rotary Club, although emergency relief projects initiated by Rotary International may be supported.
2. Donations should be made for pre-defined needs and specific projects - unspecified use of Rotary Funds is not acceptable.
3. Requests are considered for associations, groups and organizations that request aid for the group benefit as a whole. Private, individual requests or requests that will benefit only single individuals will be denied. (School scholarships are excluded from this guideline)
4. Long-term pledge-style donations will be kept to a minimum, and the committee will focus on one-time donations to eliminate financial commitments in future years.
5. All requests for support should be processed through the Donations Committee in due time, according to the Committee's schedule. However, "time critical" endorsements may be considered at the Committee's discretion and all requests for aid should be made by similar format.
6. Each year, a survey of the Club Member's preferences will be made to serve as an updated guideline for the Committee. Information on actual monies donated will be made available to the General Assembly annually.