



GUIDELINES FOR REQUESTING SUPPORT FROM The Rotary Club of Perth

Introduction:

The Rotary Club of Perth was chartered November 29, 1946. Over this period the Club has made a major contribution to the well-being of the people of Perth and vicinity and through international projects, to residents of other countries such as Guatemala which are not so fortunate. The Rotary Club of Perth focuses its activities on themes related to youth, literacy and local community enhancement projects with the largest proportion of our budget is devoted to projects in these areas. The Club also considers projects or programs of a start-up nature, providing support to allow groups “get up and running.” Club support is frequently financial, but can also be through advice and service with active participation of Club members.

Allocation of Support:

The Rotary Club of Perth develops a multi-year strategic plan to assist in guiding activities and in identifying priority areas for the period of the strategic plan. Club members conduct an annual review of on-going activities and establish a budget and priorities for the upcoming year. This budget and activity plan reflects the ability of the Club to raise funds, and to provide service to the community. The strategic plan allows the Club to reflect changes in requirements and themes as the community grows and changes. New initiatives may be added, but only by consent of the membership, and after an approved change of the budget. Allocation of funds or in the provision of support will be judged against the criteria identified and as presented in the application. The budget and activity plan for the Club are established for a year at-a-time. Our Club year begins July 1. Any requests for major program support must be made before **September 30**, in order to be considered for inclusion in the planning process. A second call for funds may be made for **January 31**.

How to Apply for Support:

Applications for support, whether financial, for advice or for active involvement of the Club must be made in writing. Funding requests are referred to the Club Executive Board who review the application and make a recommendation on the nature and level of support (Executive Board Meetings are held once a month). These recommendations are then brought forward to the Membership for approval.

Proposals must:

- clearly identify the purpose, background and goals of the organization;
- clearly identify the nature and purpose of the project being proposed;
- clearly identify how it fits within the themes of the club;
- identify how it will positively impact our community;
- where possible, identify other possible sources of funding applied for;
- clearly identify the “sweat equity” of the group involved;
- provide a clear project budget, identifying what proportion of the budget is expected from Rotary, or what support is required from the Club;
- identify the projects time frame, monitoring and reporting actions (provide an annual report, where possible);
- identify intent to engage in supporting another Rotary activity; and,
- identify how the support received from Rotary will be publicly recognized.

Applications must clearly identify the name, address and telephone number and email of the applicant or officer of the organization applying for support. The Club may request a presentation of the proposal, and an annual report for on-going projects. The community project request form found on our website

should be completed and submitted with the proposal.

Where to Apply:

Proposals can be given to any Rotarian for transmission to the Club's Executive. However, proposals are logged as to when they are received, and therefore emailing them to the Club's email address is usually more efficient. Our email address is: info@perthrotary.org. An overall application form can be found on our website or by going directly to <http://www.perthrotary.org/wp-content/uploads/2012/08/Perth-Rotary-Community-Project-Request-Form-Public.pdf>

The Rotary Club of Perth

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What the Rotary Club of Perth does not support:

- The Rotary Club of Perth is apolitical and does not support political organizations or lobby groups.
- The Club does not support projects of a religious nature.
- The Club does not support individual pursuits or business proposals.
- The Club does not fund programs or services which would normally be seen as government services, but may provide support to complement these services to reach target audiences as outlined by the Club's strategic plan.