

UNIVERSITY SUNRISE ROTARY SERVICE FOUNDATION

PO Box 15131, Seattle, WA 98115

Grant Request Procedure

As part of its mission, our foundation makes grants of money to support projects or causes that benefit the local and greater community. The process for requesting a grant is:

1. *Complete a Foundation Grant Application form and give a description of your proposal. Send your request with any supporting documents to the foundation Screening Committee member (Hal Beals hwbeals@gmail.com, Nancy Bolin, nancyb4241@gmail.com, Mike Madden mikeminseattle@gmail.com). When describing your proposal, please include:*
 - *What the activity/purchase is*
 - *Who benefits and how*
 - *How the goods or services are to be delivered*
 - *Who the participants are, both Rotary and non-Rotary*
 - *When the activity will take place*
 - *Who will handle any funds*
 - *What tracking or reporting will there be*
 - *What commitment you need from us in time or money*
 - *How University Sunrise Rotary will be recognized for its contribution*
 - *When you need the funds*
2. *The Screening Committee will review the request and make its recommendation to the Foundation's Directors. The Screening Committee will send the request and the Committee's recommendation to all the Foundation's Board of Directors for approval.*
3. *When the Directors have approved the grant request, the Treasurer will transmit or reserve funds as directed.*

Criteria for Considering Grant Requests

- *Is the proposal genuinely beneficial to someone in need or to an important cause?*
- *Will the funds be administered responsibly and effectively?*
- *Do we have sufficient funds for this request and our other priorities?*
- *Does the proposal support our mission of helping children live, learn, and laugh?*
- *Is the proposal sponsored or recommended by a USRC member?*
- *Will the recognition generated help University Sunrise attract new members, encourage donations and add participants?*
- *Is the request from a Rotary club we have partnered with in the past?*
- *Is the request from a Rotary club that will be a good future partner?*

Priority will be given to projects that support University Sunrise members' efforts, efforts of current or anticipated partner clubs, benefit North Seattle children and publicize the work of University Sunrise Rotary and its service foundation.

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Grant Application

Requester's Name: _____ **Date:** _____
Email Address: _____ **Phone:** _____
Sponsoring University Sunrise Member? (Name): _____

Proposed Beneficiary

Name: _____
Mailing Address: _____
Street or P.O. Box: _____
City: _____ **State:** _____ **ZIP:** _____

Purpose (Attach documents, if appropriate)

Amount of Request: _____
Description of Project/Cause: _____

Internal Use Only:

Approval (Signature of 2 Foundation Board Members Required)

Authorizing Signature: _____ **Date:** _____
Authorizing Signature: _____ **Date:** _____
Date: _____ **Check Number:** _____ **Amount:** _____