

UNIVERSITY SUNRISE ROTARY SERVICE FOUNDATION
PO Box 15131, Seattle, WA 98117

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:

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

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.

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 a community in need? Does this project align with our Mission Statement: "Our Club creates positive, lasting change locally and globally. We accomplish this through service, investments in the community, and building close relationships."
- Does it appear that the requestor will administer the funds responsibly and effectively? What is the basis of such trust? Is the applicant a 501c3 organization? Does the applicant have a website with sufficient information on their financial status? Is the latest annual report or tax return available for review?

- Do we have sufficient funds for this request? Will we fund the full “ask” or a portion of it? Where does this request rank among the other requests under consideration during this evaluation period?
- Does the proposal support our preference for helping the community in Northeast or North Seattle?
- Is the request from a Rotary club we have partnered with in the past? How did past partnerships work out? Were we given periodic updates and follow-up reports?
- Has the applicant answered all questions on the Application Instruction Page or addressed the questions in accompanying materials? If not, the applicant must provide such information prior to having their appeal considered.
- Is the request from a Rotary club that will be a potential 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: _____

Submission of an application does not guarantee funding. All grant requests are subject to a competitive review process by our directors. Funding decisions include consideration of the applicant's ability to meet established qualifications and the criteria outlined in these guidelines. Due to the competitive nature of this process and our finite resources, we are sometimes unable to fund all worthy projects.

Internal Use Only:

Approval (Signature of 2 Foundation Board Members Required)
Authorizing Signature: _____ **Date:** _____
Authorizing Signature: _____ **Date:** _____
Date: _____ **Check Number:** _____ **Amount:** _____