

# **THE ROTARY CLUB OF NAPERVILLE SUNRISE**

## **FY 2018 Annual Request for Funding Application**

The mission of Rotary is to provide business, professional and community leaders an opportunity for service to others in order to benefit our community and to provide high ethical standards, fellowship and goodwill worldwide. The Rotary club of Naperville Sunrise will continue to be the premier service club that supports our community's teens and young adults.

The Rotary Club of Naperville Sunrise (RCNS) is accepting grant applications for consideration as it selects funding recipients for 2019. The RCNS conducts one or more major fundraising events throughout the year.

In addition, ancillary fundraising initiatives are performed at times by one or more of our four avenues of service committees. The clubs avenues of service include: Community; International; Vocational; and Youth Services.

If your organization would like to be considered for funding as a result of our main fundraisers or as a beneficiary of other Sunrise Rotary Club fundraising performed by one of our avenue of service committees during the year, please complete and submit your funding request using the following Request for Funding Application.

### **Application Guidelines and Check List: All Requests for Funding Applications must be received no later than 5:00 PM on Saturday, September 30, 2017.**

The following pages represent the simple Request for Funding Application form and process. Completed applications and all required supporting documents must be emailed to the address noted below and received no later than 5:00 pm on the due date to be considered.

Please submit your Request for Funding Application along with the following supporting documents. Do not send any additional supplemental materials/documents other than those specified below:

#### **Provide a copy of each of the following with your application:**

- Cover letter on your organization's letterhead signed by the Executive Director/Chief Executive Officer.
- Completed Organization Information Form (Exhibit A)
- Proposal Narrative Outline (Exhibit B) single spaced in 12 point font.
- Copy of your current fiscal year's operating budget and current P&L Statement showing major sources of revenue and expense.
- Copy of your 501c(3) charitable tax exempt letter.
- Current Board of Directors Roster with related employment affiliations

***Email Completed Application along with Exhibits A, B and C and listed supporting documents to: [rfp@napervillesunrise.org](mailto:rfp@napervillesunrise.org)***

ROTARY CLUB OF NAPERVILLE SUNRISE  
REQUEST FOR FUNDING APPLICATION

Exhibit A

**ORGANIZATION INFORMATION AND DESCRIPTION OF REQUEST**

Organization Name: \_\_\_\_\_

Indicate if use of funding is intended for \_\_\_ General Operating or \_\_\_ Special Program

Minimum level of Funding Sought to run Program: \$ \_\_\_\_\_ Purpose

and/or name of program to be funded: \_\_\_\_\_

Time Frame in which funds will be used: From \_\_\_\_\_ To \_\_\_\_\_

Mission Statement: \_\_\_\_\_

List of current Core Programs and Services: \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_

Target population served by the organization (include demographic information and total number clients/individuals served): \_\_\_\_\_

**CONTACT INFORMATION**

Address: \_\_\_\_\_

City \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Direct Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Board Chair: \_\_\_\_\_

Direct Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**FUNDING INFORMATION**

What is your Fiscal Year: \_\_\_\_\_ to \_\_\_\_\_

Current Annual Operating Budget: \$ \_\_\_\_\_

Total annual program budget (if funding request is for a specific program) \$ \_\_\_\_\_

If your organization does not have its tax exempt 501c(3) status, what organization is serving as your fiscal agent?

Fiscal Agent \_\_\_\_\_ FEIN # \_\_\_\_\_

Executive Director \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## PROPOSAL NARRATIVE OUTLINE

Exhibit B

Please use 12-point font when answering the following questions. Limit narrative to no more than total number of words designated for each question.

1. Explain how your organization's mission and programs/services align with the mission and core programs and services of Rotary. (100 words or less)
2. Describe how you propose to use funds received from Rotary Club of Naperville Sunrise? (100 words or less)
3. Describe what changes or improvements you expect to achieve in your organization or services provided from the use of these funds? (100 words or less)
4. Describe how you will determine if your organization or program makes a difference or impact in the community and with your target population. (100 words or less)
5. Explain how your organization will be able to promote the Rotary Club of Naperville Sunrise St. Paddy's Day 5K fundraising event to your constituents to encourage their participation and support? (100 words or less)
6. Describe how your organization will be able to provide day-of event volunteer support to the 5K event. (100 words or less)

Note: If your organization is selected as beneficiary of RCNS, you will be expected to attend a future club meeting to provide a brief report on the outcomes and impact of the funding received by our club.

**CERTIFICATION**

Your signature on this form certifies that information included in your Request for Funding Application and supporting documents is accurate, and that your organization retains its stated tax-exempt status, and further certifies that this status is not in danger of being revoked. In addition, your signature affirms that the Rotary Club of Naperville Sunrise has not received any goods or services in conjunction with this request.

Signature of the Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_

**Request for Funding Review Criteria**

Funding requests are reviewed according to the following criteria:

- The potential of the organization or project to be funded making a contribution toward improving the quality of life of those served which is in alignment with the Rotary Club’s mission and avenues of service.
- The adequacy of plans for measuring success, outcomes and benefits of the funded organization or program to those served.
- Demonstrated stability of organization through consistent and effective management, strong board engagement, a broad base of community and volunteer support, and financial responsibility.
- The ability of the requesting organization to support and augment the Rotary Club of Naperville Sunrise 5K event promotion/marketing and day-of event volunteer support.

All selected beneficiaries will be awarded their funding at a designated club meeting scheduled with input by the Avenue of Service Committee Chair, Program Chair and Board President.