

The Charitable Foundation of **Rotary** 6450, Inc.



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Hold Funds for Future Projects

*Club submits "Application for Funding" with Project
being "Club Donation Holding Account"*

Club generates funding that is undesignated to a particular project
Donations go directly to the Charitable Foundation in the Club's
Account

and/or

Pre-approved Projects

*Club seeks approval from the Charitable Foundation
for a Club Project via the "Application for Funding"*

Donations go directly to The Charitable Foundation
Club manages project - submits expense reimbursement to
Foundation

After project reconciliation, Foundation closes project with
distribution of final funds to the Club's project designated
charity/recipient.

Project Closed.

Transfer Funds to Approved Project

Process for Registering with the Foundation

1. Qualifying Your Club for Registration with the Foundation
 - I. Verify Club Federal Employee Identification Number (FEIN)
 - II. Verify Club “in good standing” with Illinois Secretary of State, if Incorporated
 - III. Verify Club “in good standing” with Rotary International and District 6450
 - IV. Set up annual system for filing IRS return by November 15th

2. Grant Submission Agreement
 - I. Complete Agreement Form and submit with \$25 registration fee
 - II. Foundation Trustees review submission and inform club of status

Managing Your Club Account with the Foundation

3. Prepare Club operations to work with Foundation
 - I. Set up Club website to accept credit card donations that go directly to the Foundation account
 - II. Submit “Application for Funding” form for each project
 - III. Prepare Club operations for managing project
 - IV. Set ‘logo’ for materials: stationery, advertisements, website promotions, etc.
 - V. Identify all possible uses of Illinois Sales Tax Exemption
 - VI. Secure Rotary International “Certificate of Insurance”, if needed



The Sample Project
 A Rotary Grant Project of
 The Charitable Foundation
 of Rotary 6450, Inc.

Managing Your Club Account with the Foundation

4. Managing a pre-approved Project

- I. Always use Foundation approved club/project logo with all materials
- II. Set up the project's final budget plan
- III. Use Project Approval Number on all correspondence/documentation with the Charitable Foundation
- IV. Reconcile donation deposits with Foundation, as necessary
- V. Hold your event, project, etc. Good Luck!

Managing Your Club Account with the Foundation

5. Closing out a Project

- I. Submit expenses for Club reimbursement
- II. Reconcile finances
- III. Request final distribution of funds to Project's charity/recipient