

RICHMOND ROTARY CLUB FOUNDATION, INC.

Application for Foundation Award from Unrestricted Foundation Funds

PART 1

Educational and charitable awards are funded from time-to-time by the Richmond Rotary Club Foundation, Inc. based on the Foundation's "Guidelines and Priorities" and available resources. To apply for a Foundation Award, this application proposal form must be completed and submitted to the Foundation Board no later than January 1 or July 1.

In carrying out its mission, the Foundation will accept proposals from organizations and individuals with requests that fall within the Foundation's mission. Priority will be given to proposals that:

- Promote understanding and peace among all peoples of the world that assist programs endorsed by the Rotary International Foundation.
- Promote educational and charitable endeavors within the City of Richmond and Madison County.
- Encourage Rotarians and others in educating students (i.e., elementary school through college) in the tenets of democracy and free enterprise.
- Provide a limited number of scholarships to Kentucky high school and college students to assist them in furthering their education and/or enhancing their educational experiences.

Proposals that duplicate programs or support provided by the Rotary Club of Richmond, Kentucky will not be considered. Foundation Board decisions will be made and transmitted to applicants no later than February 1 and August 1 of each year. All Foundation Board decisions are final.

Eligibility Criteria

Qualifying organizations may apply for only one Foundation Award each year.

Qualifying organizations shall receive approval for a Foundation Award no more than once every other year. Foundation Awards will not exceed \$5,000.

Qualifying organizations are required to match, either in cash or in-kind, the amount of the Foundation Award for the educational or charitable request.

Award Request Requirements and Application Information

To be eligible for a Foundation Award, the educational or charitable request must meet the following criteria established by the Richmond Rotary Club Foundation, Inc. Board:

- The award request must have clear and measureable educational or charitable benefits, meet a demonstrated need, and be consistent with one of the four priorities of the Foundation.
- The request must not *duplicate* an existing Rotary Foundation, Rotary Club, or Rotary International program.

Name of Organization or Individual: _____
Requesting Foundation Award

Address: _____

Telephone Number(s): _____

Name of Contact Person: _____

Address: _____

E-Mail Address: _____

Telephone Number: _____

Award Start Date: _____ Award Completion Date: _____

I hereby affirm that all information included in this application is true and accurate, to the best of my knowledge. I further agree to serve as primary contact during the award and will submit the accountability report on a timely basis as required in Part 2 of this form. I understand that, if the award request is approved, the payment will be paid to the requesting organization or individual by the Richmond Rotary Club Foundation, Inc., and the funds must be solely used for the above described purpose. Further, if the funds, either in full or in part, cannot be used for the above described purpose, the remaining funds will be returned to the Richmond Rotary Club Foundation, Inc. By making a submission, the above named entrant(s) agree(s) it shall indemnify and hold harmless the Richmond Rotary Club Foundation, Inc. and the Rotary of Club of Richmond from and against all claims or damages arising from this award or out of any funds received. By submitting this application, I represent that the above named entrant(s) have obtained all permissions necessary to grant the rights for use or reproduction of the supplied information, including any text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies or other copyrightable material submitted in connection with this application and its accountability report and it does not infringe or violate any copyright, trademarks, trade secrets, rights of privacy or any other statutory or common law proprietary or other rights. I understand that an accountability report will need to be filed with the Richmond Rotary Club Foundation, Inc. every July 1 until the award is completed and that I will be required to make a presentation about the award at the Rotary Club of Richmond, KY.

Name (please print or type)

Signature

Title

Date

Award Proposal Format

The award proposal must be typed in 12-point font and contain the following sections, each limited to the number of pages specified.

1. **Media Description (1 page, maximum):** Describe the award in a brief statement intended for media release.
2. **Award Description (3 pages, maximum):** Describe the award in detail. Explain the need the award meets, how it will meet that need, and how it will be demonstrated that the award has helped meet the need. Include as many details as necessary to explain your request to someone who is reading your proposal for the first time.
3. **Award Public Relations Plan (1 page, maximum):** Describe how you will communicate your award to the Richmond/Madison County community.
4. **Award Benefits (1 page, maximum):** Describe the educational, charitable, and other benefits of the proposed award to Richmond/Madison County.
5. **Award Budget (No page limit):** Provide all costs associated with the award proposal. Clearly show matching funds, identify the source of the matching funds, and identify whether the matching funds are cash or in-kind match.

**Submit this *Application Proposal* with all required additional information
to the**

**Richmond Rotary Club Foundation, Inc.
c/o Dr. Robert B. Rogow, Chair
113 Stoneybrook Drive
Richmond, KY 40475**

**RICHMOND ROTARY CLUB
FOUNDATION, INC.**

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PART 2

ACCOUNTABILITY REPORT

At the conclusion of the award, submit this Accountability Report with all required additional information to the Richmond Rotary Club Foundation, Inc. at the address shown below.

Name of Organization or Individual: _____
Requesting Foundation Award

Contact Person: _____ Completion Date: _____

Richmond Rotary Club Foundation Funds Expended: _____

Total of All Funds Expended: _____

I hereby affirm that all information included in this Accountability Report is true and accurate, to the best of my knowledge. All information and photographs are released for use by the Richmond Rotary Club Foundation, Inc., the Rotary Club of Richmond, Rotary International, and the Rotary Foundation. By submitting this report, the above named entrant(s) agree(s) indemnify and hold harmless the Richmond Rotary Club Foundation, Inc. and the Rotary of Club of Richmond from and against all claims or damages arising from this award or out of any funds received. By submitting this report, I represent that the above named entrant(s) have obtained all permissions necessary to grant the rights for use or reproduction of the supplied information, including any text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies or other copyrightable material submitted in connection with the award application and its accountability report and it does not infringe or violate any copyright, trademarks, trade secrets, rights of privacy or any other statutory or common law proprietary or other rights.

Name (please print or type) Signature

Title Date

Accountability Report Format

The Accountability Report must be typed in 12-point font and contain the following sections each limited to the number of pages specified.

1. **Media Description (1 page, maximum):** Describe what the award has accomplished in a brief statement intended for media release. Use specific details and numbers.
2. **Award Description (3 pages, maximum):** Describe the award in detail. Explain the needs the award met, how it met that need, and demonstrate that the award has helped meet the need. Include as many details as necessary to explain the award to someone who is reading about the award for the first time.
3. **Award Public Relations (1 page, maximum):** Describe how you communicated the award to the Richmond/Madison County community.
4. **Award Benefits (1 page, maximum):** Describe the educational, charitable, and other benefits of the award to Richmond/Madison County.
5. **Award Budget (No page limit):** Provide all final costs associated with the award. Clearly show matching funds, identify the source of the matching funds, and identify whether the matching funds were cash or in-kind match.

Submit this *Accountability Report* with all required additional information to the

**Richmond Rotary Club Foundation, Inc.
c/o Dr. Robert B. Rogow, Chair
113 Stoneybrook Drive
Richmond, KY 40475**