



KALAMAZOO ROTARY CLUB

Contribution Policy, Guidelines and Application

Domestic Charities

2005-2006

The Kalamazoo Rotary Club provides appropriate funding, within its resources, for various worthwhile charitable or civic causes. **(RECIPIENTS MUST HAVE IRS TAX EXEMPT STATUS)**

Special consideration is given to requests meeting one or more of the following conditions:

- ◆ Seed money to launch new or pilot programs that if successful, should be able to generate its own future support.
- ◆ Capital expenditures necessary for important charitable or civic programs.
- ◆ Special programs which compliment the precepts of Rotary.
- ◆ Matching funds to leverage or help generate additional outside support.

Priorities will be given to those projects that benefit the community (City of Kalamazoo) most meaningfully, benefit the greatest number of people in the community and to those groups with the greatest degree of need.

Grants for maintenance or operating funds are to be considered exceptions to the guidelines and generally are not recommended to the board for approval. In addition, the club will generally not consider consecutive or multi-year funding requests.

Grant applications are accepted throughout the year. Approval of grants typically occurs on a quarterly basis.

Grant funds are to be expended only for the purpose for which they were intended. Unused funds are to be returned to Kalamazoo Rotary.

If funds are granted, a representative of your organization will be required to attend a Rotary Luncheon (held every Monday) to acknowledge acceptance of the funds and give a brief description of their use.

On a separate sheet of paper, briefly describe your project. Please include:

- ◆ How the project meets a City of Kalamazoo need.
- ◆ Are the funds requested for capital expenditure or for a specific service?
- ◆ How many individuals will be served by this project?
- ◆ Is this a new program?
- ◆ Is your request for matching funds, or seed money?
- ◆ Is this to be a continuing project? If so, explain how the organization will continue to fund the project.
- ◆ What is the proposed budget for the project?
- ◆ Are there other organizations in the Kalamazoo area addressing these needs? If so, how do you justify your activity in this project?

DATE			AMOUNT REQUESTED
NAME OF ORGANIZATION			DATE ESTABLISHED
ADDRESS			TELEPHONE
CITY	STATE	ZIP	FAX
CONTACT PERSON	ADDRESS AND PHONE IF DIFFERENT		

TOTAL NEEDED FOR PROJECT	\$	USE A SEPARATE SHEET IF NECESSARY	
ANTICIPATED FUNDING SOURCES			
KALAMAZOO ROTARY CLUB	\$		
OTHER	\$	NAME	FUNDS COMMITTED?
	\$	NAME	FUNDS COMMITTED?
	\$	NAME	FUNDS COMMITTED?
	\$	NAME	FUNDS COMMITTED?
	\$	NAME	FUNDS COMMITTED?

WHAT ARE THE ANTICIPATED BEGINNING AND ENDING DATES OF THE PROJECT

HOW DO YOU PLAN TO EVALUATE THE SUCCESS OF YOUR PROJECT AND REPORT THESE FINDINGS TO THE KALAMAZOO ROTARY CLUB

PLEASE LIST PREVIOUS GRANTS RECEIVED FROM THE KALAMAZOO ROTARY CLUB:

Please Attach: Proof of IRS 501(c)(3) Status
 List of Board of Directors
 Mission Statement

Must be signed by the President / Chairman of the Board of Directors.

Name	Signature	
Title	For	Date

Please return this application to: Steven Kreider (269) 567-7830
 6912 Hickory Point West
 Portage, MI 49025

FOR KALAMAZOO ROTARY OFFICE USE		
Date fund request sent _____	Date received _____	
Referred to: Youth Services	Community Services	International Services