

APPLICATION FOR FUNDING (1/3)



You may send an application for funding via our website, or by emailing this form to info@comoxrotary.ca or printing and mailing it to us at 1801 Beaufort Ave, Comox, BC V9M 1R9.

Applications are evaluated by a Committee of the Board of Directors of the Club within one month of receipt. Further information may be requested by the Committee and a funding decision will usually be made within 60 days. **TIMING:** Since the Rotary budget years runs from July 1st to June 30th each year, Applicants are encouraged to submit their applications well before May, wherever possible.

Our Objective is to make a positive impact in our community with emphasis on humanitarian needs, the needs of young people and our elders, preserving our environment and public safety. Since a significant portion of the funds available for donation by The Rotary Club of Comox are derived from lottery proceeds, preference will be given to requests that comply with BC Gaming Guidelines. Please refer to: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/info-sheet-service-club.pdf>

Applications must:

- Clearly identify the purpose, background and goals of the Applicant Organisation;
- Clearly identify the nature and purpose of the Project / Program;
- Clearly identify how it fits with the funding Objectives of The Rotary Club of Comox;
- Identify how it will positively impact our community;
- Identify how the level of success of the Project will be assessed;
- Where possible, identify other potential sources of funding (Provide a Budget);

Organisation Name _____
Name _____
Email _____
Phone _____

Mailing Address _____

Board of Director

Name _____
Email _____
Phone _____

Not For Profit Yes No

Registered Charity Yes No

Eligible for Gaming Funds Yes No

*If your organization has been reviewed,
please attach documentation.*

APPLICATION FOR FUNDING (2/3)



Project Title _____

Amount Requested _____

Total Cost _____

Start & End Date _____

Organisation Mission & Mandate

Project Description

Describe the need(s) to be addressed, the target population, the overall goal, the location, the timing and the resources required. Will there be an opportunity for Comox Rotarians to be directly involved?

Project Outcome

How will the Project / Program be monitored and evaluated? How will you measure the Outcomes?

Sustainability

How will this Project / Program be funded and sustained in the future?

APPLICATION FOR FUNDING (3/3)



Budget

If more convenient, attach a prepared budget.

| SOURCE OF FUNDING | AMOUNT \$ | PROJECT EXPENSES | AMOUNT \$ |
|----------------------|-----------|------------------|-----------|
| Rotary Club of Comox | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total Funding: | | Total Expenses: | |

How do you plan to recognise the contribution of the Rotary Club of Comox?

Attached Documents

- Latest Financial Statement (for requests over \$2,500)
- List of Board of Directors (for requests over \$2,500)
- Other attachments

Signatures

| <i>Title</i> | <i>Name</i> | <i>Signature</i> | <i>Date</i> |
|--------------|-------------|------------------|-------------|
| | | | |
| | | | |