



Fuquay-Varina Rotary Club

Grant Request Procedure

Information

The Fuquay-Varina Rotary Club raises funds every year for educational programs and activities in the community. The Club has funded educational programs and activities for years, primarily from the proceeds of its annual Rotary Education Classic golf tournament. The funds raised through our fundraising efforts allow the Fuquay-Varina Rotary Club to support projects and activities that directly benefit schools and agencies in our community. The Fuquay-Varina Rotary Club will occasionally consider requests for humanitarian aid, but approval of such requests will depend on fund balance and the Club's assessment of a request's compatibility with the Club's goals and mission. Organizations or individuals may apply for funding. Any request for funds must be recommended by a current club member.

Applications are reviewed year-round, and the Club President is the first point of contact for any grant requests.

It is important for the Club to have a structure and process for approving requests that come in from community or educational organizations. Our budget is finite and our philanthropic spending is primarily determined in budget meetings prior to the start of the fiscal year. For those funds that remain after the majority of our funds have been appropriated, we must follow a concrete set of steps for disbursement. This will insure that monies are not overspent on new projects at the expense of standing projects or commitments.

Instructions

1. Applications must be mailed to the Club, dropped off during a regular Club meeting, or completed online on the Club's website.
2. A budget file **MUST** be attached to the application. Applications without budgets will not be considered for funding.
3. The application will be forwarded to the President of the club first.
4. The President will forward the grant request to the Board for consideration.
5. The Club Treasurer will confirm the availability or unavailability of funds.
6. Discussion and voting can be handled electronically or during a board meeting depending on the timeframe involved. Electronic discussion and voting will be common method unless grant request comes in just before a board meeting is scheduled to take place.
7. Board must agree (by majority vote) that the grant request falls in line with Club priorities and practices.
8. If not enough information is provided for the board to make a decision, the request will be forwarded to the appropriate committee for fact-finding before a decision is made.
9. For the purposes of approving grant requests, a quorum of the board is a simple majority of members.
10. Applicants will be notified within 2 weeks of any request.

Final Report Requirements

The Fuquay-Varina Rotary Club requires that all recipients of funding from the Club submit a written report detailing the results of the project and how the funding impacted its success. The final report must include:

1. A **narrative** explaining the project and how Rotary funds were used, and
2. A brief **financial report** of expenditures.