



## Rotary Club of Quincy – Request for Funds

### **Overview:**

The Rotary Club of Quincy supports projects within Quincy and Adams County through the special fund request program. Non-profit organizations can submit requests anytime throughout the year for projects that meet the following guidelines:

1. Typical awards range from \$250 to \$1,000.
2. Awards can be for non-recurring needs. After an award has been granted, the waiting period to reapply for the same award is two years.
3. Awards can be to help with sponsorship or project expenses.
4. Requests endowments or general operational expenses will not be accepted.

### **Request Process:**

1. Complete the attached request form and submit it via mail or email to the Rotary Club of Quincy.
2. Requests are reviewed by the Request for Funding Committee and recommendations for funding are forwarded to the Rotary Club Board, which meets monthly.
3. The Board reviews the recommendation and makes the final approval.
4. The Board decision is communicated back to the requestor by the chair of the committee.



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### Funding Application

<b>Organization:</b> _____ Address _____	
<b>Project Title:</b> _____	
<b>Contact Person:</b> Name _____ Email _____ Phone _____	
<b>Amount Requested:</b>	
<b>Total cost of Project: (please complete budget form on the following page)</b>	
<b>By what approximate date do you need this funding?</b>	

<b>Briefly describe the project:</b>
<b>What are the goals of this project?</b>
<b>How will you evaluate the success of the project?</b>
<b>How will the Rotary Club of Quincy be recognized for financial support of this project?</b>



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### Budget Form

Please complete the budget form. Provide the total expenses for the project or item you are requesting funds for, as well as confirmed and estimated funding from other sources (private donations, foundations, etc.)

**New Project/Event**

**New Program**

ESTIMATED EXPENSES	Amount		ESTIMATED INCOME (INCLUDE OTHER FUNDING SOURCES)	Requested	Committed
<b>TOTAL EXPENSE</b>			<b>TOTAL INCOME</b>		

**Return this completed form to: Rotary Club of Quincy, PO Box 825, Quincy, IL 62306**

Office Use:

Date received: \_\_\_\_\_ Date of Board decision: \_\_\_\_\_ Date of notification: \_\_\_\_\_