The Charitable Foundation of Rotary 6450, Inc.

Rotary Club Grant Submission Agreement Fiscal 2020-2021

Club:

Address:

Club Contact Name:

Club Contact Email:

Club Contact Phone:

Club Federal ID Number (FEIN):

Club Registered with Illinois Secretary of State: _____Yes_____Active ___No

Club in Good Standing with Rotary International and Rotary International District 6450, Inc.: _____Yes _____No

Club's Annual Administrative Fee $25 Paid: Yes No

The Rotary Club of_____agrees to comply with the policies and procedures of participation of The Charitable Foundation of Rotary 6450, Inc.

_____ _____,20__

Signature Date

_____ _____

Name Title

Must be completed, approved and filed annually. Please review all policies before submission.

_____FOR OFFICE USE ONLY_____

Received: _____ Approved:_____Club Informed: _____

Club Agreement number:

The Charitable Foundation of
Rotary
6450, Inc.

Policies and Procedures

Purpose
The Charitable Foundation of Rotary 6450, Inc. ("Foundation") has been established to accept donations to fund charitable and educational activities developed and sponsored by Rotary International District 6450, Inc. and its member Rotary Clubs in good standing. These include community service projects generally in the following areas of focus.

- Prevention and resolution of conflicts and the promotion of peace
- Prevention and treatment of disease
- Clean water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development

Global Grant Projects of The Rotary Foundation of Rotary International, Inc. are not eligible for registration and funding through The Charitable Foundation. Clubs must open independent checking accounts per The Rotary Foundation policies. Additionally, The Rotary Foundation has set up appropriate mechanisms for donors to give to Global Grant projects directly to The Rotary Foundation.

District Grant Projects of The Rotary Foundation of Rotary International may be eligible for The Charitable Foundation.

The Process for registering a club and project with the Foundation:

Club – Complete the Grant Submission Agreement Form, have the club president or authorized officer sign and submit.

Projects – Once a grant agreement form has been submitted, reviewed and approved by the Trustees of the foundation…Complete the ***Application For Funding*** form for each project/grant. Once completed, submit to the Foundation for preliminary review and, upon approval, will be posted on the district's web-site as a project open for contributions.

Contributions
May be made by credit card either on a club website, with an account specifically established for receiving donations and deposited into the Foundation's checking account or by check mailed to the current Charitable Foundation treasurer. Donations by check will credit the project for 100% of the donation. Donations by credit card will credit the project for 96% of the donation to cover the credit card processing fees. Mailing address:

The Charitable Foundation of Rotary 6450, Inc.
400 E Randolph St Suite 2305
Chicago, IL 60601

The Foundation treasurer will send tax-deductible donation receipts to the donors. The project funding originator will be advised of contributions received and the web page will be updated with the project funding status.

Contributions must designate a specific exempt purpose, for example

- HealthRays Digital X-Ray Project
- District Grant #_____for Rotary Club of _____
- Rotary Club of_____club project (recipient must meet IRS definition of exempt recipient)
- ShelterBox on behalf of_____
- Rotary Emergency Relief Project for/in_____
- Rotary District 6450 Discretionary Project (Charitable Foundation trustees will designate recipient)

Disbursing Funds
Once all funds for a particular project are received, the project contact will be asked for payment instructions. All contributions will be kept in the Charitable Foundation bank account until projects are fully funded and payment instructions received. In the event that a project or a part of a project is abandoned by the originator, the default recipient of the funds will be The Charitable Foundation of Rotary 6450, Inc.

Illinois Sales Tax Exemption
The Charitable Foundation of Rotary 6450, Inc. will provide, upon request, an Illinois letter of sales tax exemption to vendors, facilities, etc. that are used for a specific project. These letters will be custom to the specific project approved by the Foundation and must not be used, under any circumstances for Rotary Club related expenses. Rotary Clubs are recognized as 501c4's by the IRS and are not recognized in the State of Illinois as a charity. Misuse of the Sales Tax Exemption of the Foundation will result in immediate termination of any registered grant project with the foundation and the vendor and state will be informed of the violation of the Illinois Charity Trust Act.

Use of Tax Exemption Number
Clubs which have annually field a Grant Submission Agreement, approved by the Foundation, may provide the Foundation's tax-exempt number to vendors which provide goods or services for the Club's charitable purposes, as long as a Grant/Project Application for Funding has been submitted and approved by the Foundation. For example, a baseball team donates tickets for prizes at a club fundraiser (which is registered with the Foundation).

Check Requests for Approved Service Projects

Checks from The Charitable Foundation of Rotary 6450, Inc. will only be written to Grant recipient organizations or grant project sponsoring Rotary Clubs. If a member of the club has, for example, purchased supplies for a project with his own credit card – they should submit to the Club all the original receipts; the Club should reimburse the member; and, then the Club submit to The Foundation a check request, with all receipts. The Club will be reimbursed promptly.

The Charitable Foundation of
Rotary
6450, Inc.

Grant / Project Application for Funding

Date _____ Amount Requested $_____

Club Agreement number:_____

Applicant name (Rotary Club)_____

Description of Project_____

_____

_____

_____

_____

Beneficiary or recipient name, address, and relationship_____

_____

Deadline for funding, if any_____

Once donations are complete, designate where and how should the net funds, after fees, be sent (bank account information)

_____

Is this funding applicable to a District Grant and, if so, please identify the grant?

_____

Project Budget:

Source	Income		Vendor/Distribution	Expense
TOTAL			TOTAL	

Applicant's signature confirms compliance with all Policies and Procedures of the Foundation.

Signature: _____Date: _

Title: _

-----For Office Use Only -----

Foundation approval and date:_____

Funding date and details_____

Completed application should be sent as an e-mail attachment to: foundation@rotary6450.org

The Charitable Foundation of Rotary 6450, Inc.

Project Approval and Management for The Charitable Foundation of Rotary 6450, Inc

If approved, the the Rotary Club agrees to the following project management policies and procedures and will remain in compliance with the overall purpose of The Charitable Foundation of Rotary 6450, Inc.

Project Implementation and Management

When you implement your project, be sure to obtain and save itemized Proof of Payment (PoP) for all expenses or payments associated with the Foundation Grant.

The Charitable Foundation of Rotary 6450, Inc., upon approval of your project, is making a "Grant" to your club or to a pre-approved not for profit agency or non-governmental agency (NGA).

Your Club agrees that the Foundation is the manager of the project and that all aspects of the project and its finances conform to the policies of the Foundation.

The project is in one of these areas of focus:

- Prevention and resolution of conflicts and the promotion of peace
- Prevention and treatment of disease
- Clean water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development

The Club's Final Report is due no later than 45 days following the end of a project by email submission of this completed excel file, scanned copies of all Proof of Payments, check requests and promotional material to foundation@rotary6450.org.

If a Club does not submit a complete Final Report for each approved grant project before the due date, it may not be eligible to receive any Foundation Grants in the following year.

Once the completed report has been submitted, the Foundation Treasurer will review it and the Proof of Payment documentation for compliance with the Application for Funding, which is required for funding.

The Final Report Form is included in this file and has been prepopulated with information provided by the Club in the approved Application Form, also in this file. Access the Application and Report Forms by clicking on the appropriate tab below.

Complete the Final Report in its original excel format, filling in all of the yellow fields and applicable check boxes. When completing the Project Expense section, use one line for each Proof of Payment so that the total on the PoP equals the figure in the "amount" column. There should be one entry for each PoP (i.e., if you have 5 itemized receipts, there should be 5 completed expense lines). Be sure to check the box indicating you have scanned and are submitting each associated PoP. If you have to returned excess materials or have any other type of refund, be sure to also include those receipts/PoPs. If you require additional lines, please contact the Chief Administrative Officer.

Project Promotion and Celebration: We encourage you to submit pictures of your project with your final report and to share your Club's project by social media with pictures, comments and videos. If you post on your club's Facebook page please also link to the Rotary District 6450 page.

For payment of grants and grant expenses the following is acceptable:

- Invoices to The Charitable Foundation of Rotary 6450, Inc. which the Foundation will pay
- Foundation check request form

If reimbursement is for out of pocket expenses the check request form must include:

- Itemized cash receipt
- Itemized credit card receipt
- Paid invoice with zero balance and copy of cancelled check or credit card receipt
- Cancelled check with itemization details

The Charitable Foundation of Rotary 6450, Inc.

Project Implementation and Grant Closure – Submission of Final Report Form

Please complete this form by filling in the yellow cells below. You must also provide a scanned copy of valid Proof of Payment (PoP) for all expenses listed. Acceptable PoPs include: cancelled checks, bank statements, bonafide itemized receipts. This report must be submitted by the due date below. Once you have completed the form, save with the same file name in Excel (please do not PDF), scan all Proof of Payment documents and email to foundation@rotary6450.org. For questions, please email foundation@rotary6450.org.

Club Name
Grant Allocation $
Report Due Date

Project Title

Project Report *(Please provide a synopsis of the project activities in the space provided)*

How many non-Rotarians benefited?
How many Rotarians participated?

Give an example of how Rotarians participated: *(Please limit comments to space provided)*

How did you share the news of your project?

- ☐ Club Facebook
- ☐ Club Website
- ☐ Club Rotary Day
- ☐ Rotary Showcase
- ☐ District Facebook
- ☐ District Website/Newsletter
- ☐ Local Media
- ☐ Cooperating Organization
- ☐ Other

Project Funding

Grant funds $_____
Club funds $_____
Total $_____

Please enter all Proof of Payments (PoP) below. For every PoP there should be one line, and each line should have only one PoP associated with it. The "amount" column should equal the total amount on the PoP.

The Charitable Foundation of
Rotary
6450, Inc.

Actual Project Expenses

Proof of Payment can be one of the following: cancelled check, bank statement, bonafide itemized receipt

Date	Expense Type	Vendor	Amount	Proof of Payment
			$ -	

By completing this form and returning it to The Charitable Foundation of Rotary 6450, Inc., your Club confirms it has abided by the Club's Application for Funding and is in compliance with The Charitable Foundation of Rotary 6450, Inc. Bylaws and Grant requirements. Any deviation may result in non-payment of the grant.

Click the box for "Yes"

☐ *Have you entered all expenses and receipts?*

☐ *Have you scanned all receipts/proof of payment to submit with this report?*

☐ *Has your Club complied with the Application for Funding to the best of your knowledge?*

☐ *Is someone other than the Club President completing this report?*

****** Don't forget to SAVE! ******

When saving file please identify as: Name of Preparer_project number_Date

The Charitable Foundation of Rotary 6450, Inc.

PAYMENT AUTHORIZATION FORM

Fiscal Year 2020-2021

Mail to: c/o Rotary International District 6450, Inc. 400 E Randolph St Suite 2305 Chicago, IL 60601
or email to foundation@rotary6450.org

Date:

Project Title and Number: **Number:** _

	Reimbursement for Out of Pocket Expenses
	Payment of Invoice
	Final Distribution of Net Project
	Other: _____

Submitted by	
Short Description	
Phone	
Amount	**$**

Payable to:

Organization	
Address 1	
Address 2	
City	
State	
Zip	

For Office Only

Date Received		**Approved By:**	
Date Paid		**Paid By:**	

When saving file please identify as: Name of Preparer_project number_Date