

# The Charitable Foundation of **Rotary** 6450, Inc.



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### **Hold Funds for Future Projects**

*Club submits "Application for Funding" with Project  
being "Club Donation Holding Account"*

Club generates funding that is undesignated to a particular project  
Donations go directly to the Charitable Foundation in the Club's  
Account

and/or

### **Pre-approved Projects**

*Club seeks approval from the Charitable Foundation  
for a Club Project via the "Application for Funding"*

Donations go directly to The Charitable Foundation  
Club manages project - submits expense reimbursement to  
Foundation

After project reconciliation, Foundation closes project with  
distribution of final funds to the Club's project designated  
charity/recipient.

Project Closed.

Transfer Funds to Approved Project



## Process for Registering with the Foundation

1. Qualifying Your Club for Registration with the Foundation
  - I. Verify Club Federal Employee Identification Number (FEIN)
  - II. Verify Club “in good standing” with Illinois Secretary of State, if Incorporated
  - III. Verify Club “in good standing” with Rotary International and District 6450
  - IV. Set up annual system for filing IRS return by November 15<sup>th</sup>
  
2. Grant Submission Agreement
  - I. Complete Agreement Form and submit with \$25 registration fee
  - II. Foundation Trustees review submission and inform club of status

## Managing Your Club Account with the Foundation

3. Prepare Club operations to work with Foundation
  - I. Set up Club website to accept credit card donations that go directly to the Foundation account
  - II. Submit “Application for Funding” form for each project
  - III. Prepare Club operations for managing project
  - IV. Set ‘logo’ for materials: stationery, advertisements, website promotions, etc.
  - V. Identify all possible uses of Illinois Sales Tax Exemption
  - VI. Secure Rotary International “Certificate of Insurance”, if needed



The Sample Project  
 A Rotary Grant Project of  
 The Charitable Foundation  
 of Rotary 6450, Inc.

## Managing Your Club Account with the Foundation

### 4. Managing a pre-approved Project

- I. Always use Foundation approved club/project logo with all materials
- II. Set up the project's final budget plan
- III. Use Project Approval Number on all correspondence/documentation with the Charitable Foundation
- IV. Reconcile donation deposits with Foundation, as necessary
- V. Hold your event, project, etc. Good Luck!

## Managing Your Club Account with the Foundation

### 5. Closing out a Project

- I. Submit expenses for Club reimbursement
- II. Reconcile finances
- III. Request final distribution of funds to Project's charity/recipient