

The Charitable Foundation
of Rotary 6450, Inc.

Application
For
Funding

Date _____

Amount Requested \$ _____

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 Charitable Foundation.

Signature: _____

-----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 Rotary Club of _____ 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.

Rotary Club of _____, Club Agreement number: _____

Project Implementation and Management

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

Our Club agrees that we are the managers of the project and that all aspects of the project and its finances conform to the policies of The Charitable Foundation.

Out projects is in this area 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

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

Once the completed report has been submitted, the Charitable Foundation Treasurer will review it and the Proof of Payment documentation for compliance with the Program Details. If the use of the grant funds is found to be out of compliance, the final grant reimbursement or distribution may be in jeopardy. The treasurer will notify you if this is necessary.

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

Please 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

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returned excess materials or have any other type of refund, please be sure to also include those receipts/PoPs. If you require additional lines, please contact the District Grant Coordinators.

Project Promotion and Celebration: We encourage you to submit pictures of your project with your final report and to share your club's project via 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 made out to The Charitable Foundation of Rotary 6450, Inc. for which the Foundation will pay
Foundation check request form

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

- Itemized cash receipt
- Itemized credit card receipt
- Paid invoice w/zero balance and copy of cancelled check or credit card receipt

Cancelled check w/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?

Select all that apply:

- | | | | | |
|--|---------------------------------------|---|--|--|
| <input type="checkbox"/> Club Facebook | <input type="checkbox"/> Club Website | <input type="checkbox"/> Club Rotary Da | <input type="checkbox"/> Rotary Showcase | <input type="checkbox"/> District Facebook |
| <input type="checkbox"/> District Website/Newslett | <input type="checkbox"/> Local Media | <input type="checkbox"/> Cooperating Organization | <input type="checkbox"/> 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.

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Actual Project Expenses

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

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

<u>Date</u>	<u>Expense Type</u>	<u>Vendor</u>	<u>Amount</u>	<u>Proof of Payment</u>
			\$ -	

By completing this form and returning it to The Charitable Foundation of Rotary 6450, Inc., your Club confirms it has abided by the Club Submitted Project Request and is in compliance with The Charitable Foundation of Rotary 6450, Inc. Terms and Conditions. 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 Program Details to the best of your knowledge?

☐

Is someone other than the Club President completing this report?

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



The Charitable Foundation of Rotary 6450, Inc.

PAYMENT AUTHORIZATION FORM

Fiscal Year 2020-2021

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

Date:

Project:

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	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	
Date Paid	

Approved By:	
Paid By:	

When saving file please identify as: Name of Preparer_Rotary6450_Date