



# Community Service Project

Program overview and application process.

## Rotary Club of Sammamish

*District 5030*

*Serving communities since 2003*

*[www.sammammishrotary.org](http://www.sammammishrotary.org)*

## **ROTARY CLUB OF SAMMAMMISH**

### **Community Service Committee**

#### **PROGRAM GUIDELINES**

*A guide to the Rotary Club of Sammamish's Community Service Committee's funding criteria, eligibility, process, and checklist.*

All applicants are asked to read this publication before completing a Community Service Project Application Form.

#### **About Rotary**

Rotary International, the world's first service club organization, is made up of over 33,000 clubs in more than 200 countries. Its members, known as Rotarians, form a global network of business, professional, and community leaders who volunteer their time and talents to serve their communities and the world. Rotary's motto is *Service Above Self*.

#### **Mission**

The mission of Rotary International is to provide service to others, promote integrity, and advance world understanding, goodwill, and peace through its fellowship of business, professional, and community leaders.

#### **The Four-Way Test**

Followed by Rotarians worldwide in their business and professional lives, The Four-Way Test asks the following questions:

- 1) Is it the TRUTH?
- 2) Is it FAIR to all concerned?
- 3) Will it build GOODWILL and BETTER FRIENDSHIPS?
- 4) Will it be BENEFICIAL to all concerned?

#### **Our Purpose**

The Rotary Club of Sammamish was founded in 2003 with the purpose of improving our local community, working for higher ethical standards, and promoting better understanding among people of different nations. We work towards these goals in a variety of ways which include the many projects and funding opportunities overseen by the Community Service Committee.

#### **Objectives of the Community Service Committee**

The objectives of the Community Service Committee are to identify, promote, and fund suitable projects and initiatives in Sammamish and surrounding communities of District 5030, which merit financial and/or physical support by the Rotary Club of Sammamish.

## **Source of Funding**

The Rotary Club of Sammamish has a growing membership of nearly 40 members. Each year the club raises funds through its many activities in the community which include:

- *The Nightmare at Beaver Lake* held each October
- *Concerts in the Park* and *Family Fourth on the Plateau BBQ* during the summers
- Matching grants made by fellow Rotarians through The Rotary Foundation
- Generous donations from our members and friends of the Rotary Club of Sammamish

## **The Goals of the Community Service Committee**

- a. To encourage families; strengthen communities; build a better world
- b. To foster interaction between the Rotary Club and the residents of Sammamish and surrounding communities

## **Areas of Focus for Funding Priority**

- a. Underserved children (0-18) and seniors (55+)
- b. Families in need - food, shelter, and jobs
- c. Homelessness
- d. Persons with mental and physical disabilities

## **Eligibility Requirements for Project Funding**

- a. Project must address at least one area of focus listed by the Rotary Club of Sammamish.
- b. Project must provide a sustainable benefit to the target community that lasts after the initial financial support has been delivered and the project has concluded.
- c. The applicant will be community based, volunteer driven, a charitable group, or not-for-profit organization.
- d. Applicant will demonstrate commitment to the project through the investment of their own funds and resources.
- e. Project meets The Four-Way Test.
- f. Collaborative partnerships are desirable where possible.
- g. In addition to completing the Community Service Project Application Form, approved applicants will be required to submit a final report providing a results-oriented summary of the project and verification that the funding was used for the approved purpose. All receipts for the project must be included in the final report.
- h. Approved applicants will be asked to recognize the Rotary Club of Sammamish's support for the project, both to its membership and the public, in a manner detailed in the Community Service Project Application Form.

## **Exclusions**

- a. Funds for current operating expenses, deficits, for-profit activities, political activities, and retroactive requests
- b. Projects that anticipate funding on a continuing annual basis; this does not preclude the applicant from submitting additional projects in subsequent years

## **Community Service Projects**

If you or your organization knows of a Project that is in need of support by the Rotary Club of Sammamish please contact us. For non-monetary requests for volunteers and community service, no application is required. Simply submit your request via email to [CommunityService@sammamishrotary.org](mailto:CommunityService@sammamishrotary.org).

## **Community Service Grant Application Process**

The Rotary Club of Sammamish encourages any eligible organization with a financial community need to apply for a possible funding grant. The funding year begins July 1st and ends June 30th with specific grant application submission and approval dates. Any questions can be directed to the Community Service Committee at [CommunityService@sammamishrotary.org](mailto:CommunityService@sammamishrotary.org).

## **The Application**

Complete the [Community Service Project Application Form](#) in its entirety and turn it in on time. Applications can be found on the club's website under Avenue of Service and then Community.

## **Required Attachments**

Attach all of the following supporting documentation:

- a. A detailed itemized budget for the proposed project
- b. A minimum of two price quotes for any material or services to be purchased exceeding \$100
- c. The first page of the current year's IRS Form 990 from any 501(c)3 applicants
- d. Any additional supporting documentation such as program brochures, pictures, testimonials, etc.

## **Submission Deadlines**

The Rotary Club of Sammamish approves funding for Community Service Projects twice per fiscal year. In order to be considered for funding during the 2015-2016 year please ensure your completed applications and supporting documents are received by the following submission deadlines.

**November 1, 2017**

**April 1, 2018**

## **Application Review Process**

Each application goes through an extensive review process conducted by the Community Service Committee and the Rotary Club of Sammamish Board. During this review period the applicants may be contacted with further questions, possible site visits, and/or requests for additional documentation. Please allow sufficient time for the application review process to conclude. If you have questions during this time period please email [CommunityService@sammamishrotary.org](mailto:CommunityService@sammamishrotary.org).

## Approval Timeline

*The Rotary Club of Sammamish will do its best to review, approve, and notify within the following timeline, however, due to unforeseen circumstances more time may be necessary.*

Date	Action
July 1-Nov 1, 2017	Applications accepted for 1 <sup>st</sup> half of the year
<b>November 1, 2017</b>	<b>1<sup>st</sup> Application Submission Deadline</b>
Nov 2, 2017 - April 1, 2018	Applications accepted for the 2 <sup>nd</sup> half of the year
November - December 2017	Application Review
<b>December 15, 2017</b>	<b>Applicants notified via email</b>
December 30, 2017	Formal letter sent to approved applicants
<b>April 1, 2018</b>	<b>2<sup>nd</sup> Application Submission Deadline</b>
April – May 2018	Application Review
<b>May 15, 2018</b>	<b>Applicants notified via email</b>
May 30, 2018	Formal letter sent to approved applicants

## Notification

All applicants will be notified via email when the submission is received and when the review process has concluded.

Additionally, approved applicants chosen to receive Rotary Club of Sammamish funding will be notified in writing detailing the terms and conditions of the funding and possible Rotary Club of Sammamish member involvement. This letter will include deadlines for end-of-project reporting requirements.

## Emergency Funding Exceptions

The Rotary Club of Sammamish recognizes that some Projects may be urgent matters that may require exceptions to the eligibility requirements outlined in this document. If your agency has an emergency need that needs addressing before the next submission deadline and approval process dates or does not meet the sustainability or areas of focus eligibility requirement, the Rotary Club of Sammamish may still be able to assist you. We encourage you to complete an application and detail the urgency of the need in email upon submission to the Community Service Committee at [CommunityService@sammamishrotary.org](mailto:CommunityService@sammamishrotary.org).

We look forward to learning more about your organization and the many ways in which you and your members continue to make our community a better place. We are honored that you have included the Rotary Club of Sammamish among your list of friends as we both strive for Service Above Self. Thank you.