

Submission Date:	Rotary Champion(s):
Project Name:	

Organization Contact Information

Name of Contact Person:
Name of Organization Applying for Funding:
Address:
Phone Number:
Email:

Do you have programs specific to the Indigenous Community?

If yes, please elaborate:

Project Focus (please check as appropriate)

- Youth at Risk
 - Education
 - Mental Health
 - Food Security
 - Literacy
 - Other Community Need
- Explanation:

Project Description

Project Description: include sufficient details for Rotary Members to have a complete understanding of the scope of the project, what Rotary funds will be used for, specific milestones of the project, processes to track costs & activities that support desired result, etc.

The committee looks for proposals that have:

- Alignment with Club's key priority areas.
- Significant beneficial impact in the community.
- Sustainability after financial commitment is complete.
- Clear accountability - recipient(s), partners and expectations of Rotary.
- Direct community benefit.
- Been proposed by an organization with sustainable financials, considering fiscal and non-fiscal resources including reputation and type of experience to achieve desired outcomes.
- Opportunities for Rotary volunteering and/or participation.
- Rotary recognition (i.e., naming rights, media coverage, partnering with key influencers, etc.).
- Demonstrated collaboration with other organizations and service providers.

Description:

Project Timeline

- New Project Date of Completion: Spring 2025
- Existing Project Date of Completion:

Is this a multi – year project?

- Yes.
→ If yes, How many years, and starting when?
- No.

Project Goals

GOAL	OBJECTIVE/TARGET	KEY PERFORMANCE

Project Beneficiaries

Description:



Project Sustainability

Recognition of Rotary Contribution

Highlighting Rotary's role enables us to do more in the community.

Is there an opportunity for Club Naming Rights for the Rotary Club of Calgary Downtown, media coverage, partnering with key influences, etc.?

- Yes. Explain
- No.
- Other forms of recognition. Explain



Partners in the Project

Are there multiple donors in this project and if so, are you able to identify?

- Yes
- No

List all partners involved in the project, identifying whether cash, in-kind, or operational commitments.

PARTNER	CASH / IN- KIND / OPERATIONAL	TOTAL COMMITMENT TO YOUR PROJECT

Are there opportunities for leveraging our Rotary Club’s contribution with our club’s assistance?

- Yes
- No

Are there hands-on volunteering opportunities for our Rotary Club members?

- Yes
- No



Project Funding

Amount of funding required for the project:	
Amount requested from the Rotary Club of Calgary Downtown :	

Have you received funds from our Rotary Club in the past?

Yes. Amount \$

Date:

No.

Have you approached other Rotary Clubs in addition to the Rotary Club of Calgary Downtown?

Yes.

Which ones?

No.

Date(s) that Rotary funding is required:

Project Budget (do not include GST):

PROJECT	SUPPLIER (IF APPLICABLE)	TOTAL EXPENSE	ROTARY ALLOTMENT
		Total:	



What percentage of Rotary funds will be used for management, overhead, fundraising and administrative costs:

Have the organization's financials been submitted to demonstrate the organization's stability?

- Yes
- No

Will you be able to provide a Project Progress Report to the club:

- Quarterly
- Semi – Annually
- Annually

Is the organization willing to sign a Memorandum of Agreement (MOU) between the club and all partners?

- Yes
- No

Signature
