**GUIDELINES FOR FUNDS APPLICATION**

The Charitable Division of the Rotary Club of Laconia is an IRS-recognized 501 (c) (3) charity.  We raise funds and distribute them throughout the community to support educational, cultural, recreational, and international activities that have a significant impact and are aligned with **Rotary’s “Four Way Test**”: *Is it the Truth?* *Is it Fair to all concerned? Will it build Goodwill and Better Friendships? Will it be Beneficial to all concerned?*

**Submit completed applications by mail or email to Rotary Club President,   
Jennifer Anderson: jenn@belknapmill.org**

**If you are interested in applying for funding, please follow the guidelines below and complete the funding application.**

1. All funding applications are reviewed by the board of directors in the order in which they are received.
2. Priority consideration will be given to projects and/or organization that meet needs within the City of Laconia.
3. Funding applications are voted on at the October, February and June board meeting, unless a request is time urgent.
4. With the exception of scholarships, which are given to high school students in our service area, we do not make grants to individuals, but instead make them to other non-profit / service organizations.
5. Funding is single year\* only. Reapplication is necessary for additional consideration. \*(see #5 for multi-year requests).
6. Requests for a multi-year commitment must include a presentation to the club regarding the donation and approved by the board and 2/3 of the full membership.
7. Requests over $5000 (non-scholarship only) must include a presentation to the club regarding the donation and approved by the board and 2/3 of the full membership.
8. Requests by private clubs, political causes or organizations whose purpose is to influence legislation or partisan groups are not eligible.
9. Requests from religious or fraternal organizations are not eligible.
10. The Board of Directors may approve any charitable contribution by a majority vote, whether or not the contribution complies with this policy.

**FUNDS APPLICATION**

**Date:**  Click or tap to enter a date.

**Organization:**  Click or tap here to enter organization.

**Address:** Click or tap here to enter mailing address.

**Contact Name:** Click or tap here to enter name.

**Contact Phone:** Click or tap here to enter phone.

**Contact Email:** Click or tap here to enter email.

**Amount of Request:** Click or tap here to enter dollar amount

**Date Funds Needed by:** Click or tap to enter a date.

501c3 (if applicable):Click or tap here to enter #. EIN #: Click or tap here to enter #.

Does the organization have a relationship with Rotary Club of Laconia? Yes No

If yes, in what capacity? Click or tap here to enter text.

Are you applying for funds from other sources for this same request? Yes  No

If yes, identify other sources: Click or tap here to enter text.

With application, please include the following:

1. **Purpose/Mission of the organization or Project Identification.**
2. **Current list of board members (if applicable).**
3. **Project Budget.**
4. **Recent financial statement (for requests over $2500, excluding scholarships).**

|  |  |
| --- | --- |
| **Review Month** | **Application Deadline** |
| **October** | **September 30** |
| **February** | **January 31** |
| **June** | **May 31** |

**Submit completed applications by mail or email to Rotary Club President,   
Jennifer Anderson: jenn@belknapmill.org**