

# **ROTARY CLUB OF SPOKANE #21 YOUTH SERVICE COMMITTEE**

## **Contribution Guidelines**

The Club 21 Rotary Youth Service Committee (YSC) focuses its funding on projects which address the needs of youth (K-12) in our community to help them develop the skills, attitudes, and values needed to become responsible adult citizens. We view our expenditures as an investment in our shared community and do give preference to projects that benefit disadvantaged youth. Over the years we have funded a vast array of activities in a variety of organizations and always prefer to work collaboratively with other funding sources.

The YSC supports programs and projects that have a broad impact on youth. We seek opportunities to help with shortfalls in budgets of organizations or to cover specific line items of new initiatives. We are particularly interested in opportunities where our funds have a multiplier effect by enabling the recipient to access other funds through the use of our local funding. Sometimes through the power of Rotary we are able to help with connections to access goods and services at substantial discounts and do what we can to help requestors better leverage their resources. In the past five years YSC has invested over \$280K in our community.

Generally, but not always, excluded from funding consideration are contributions to individuals, for profit entities, sports tours, athletic tournaments, capital improvements and pageants. The YSC reserves the right to consider any request and may make exceptions based upon unusual merit.

The YSC prefers to participate with other donors and not assume the major portion of the money needing to be raised. The Committee also intends that its funds are used directly for youth and not for salaries or other overhead. The Committee would rather use its limited resources to support the greatest number of worthy endeavors and, therefore, tends to give gifts under \$ 2000.

In most cases requestors will be visited by members of the YSC to better understand the request so that it can be well represented to the larger committee for consideration. If the YSC approves we simply write a check and only ask that you send us a follow-up letter reporting the outcome of the project and confirming that the funds were used for the stated purpose.

To apply for a contribution, please fill out the attached application questionnaire and submit online or return via mail to our Executive Director Lucretia at 2525 East 29<sup>th</sup> Spokane, WA 99223. The YSC meets regularly to consider requests. All Committee recommendations over \$1,000.00 are submitted to the Rotary Club of Spokane #21 Board of Directors for final approval. Please allow three to six weeks for a response.

Revised: October 2006

**ROTARY CLUB OF SPOKANE # 21  
YOUTH SERVICE COMMITTEE FUNDING REQUEST FORM  
PMB 373  
2525 E 29<sup>TH</sup> AVE STE. 10B  
SPOKANE, WA 99223  
509-534-8998**

IN ADDITION TO YOUR WRITTEN REQUEST FOR FUNDING, PLEASE COMPLETE THIS FORM AND RETURN TO THE ABOVE ADDRESS. REQUESTS SHOULD BE SUBMITTED AT LEAST 60 DAYS PRIOR TO THE DATE OF THE EVENT.

ALL FUNDS ALLOCATED FROM US MUST BE SPECIFICALLY FOR YOUTH, AGE 18 AND YOUNGER. WE DO NOT FUND COSTS FOR ADMINISTRATION OR OPERATIONS.

YOU MUST IDENTIFY HOW MANY PARTICIPANTS YOU HAVE IN THE PROGRAM YOU ARE REQUESTING US TO PROVIDE FUNDS FOR. INDIVIDUALS AND ORGANIZATIONS WHO RECEIVE CONTRIBUTIONS ARE REQUIRED TO SEND A FOLLOW UP LETTER REPORTING THE OUTCOME OF THE PROJECT AND CONFIRMING THAT THE FUNDS WERE USED FOR THE STATED PURPOSE.

IF YOU RECEIVE A CONTRIBUTION YOU MUST STATE HOW YOU ARE GOING TO RECOGNIZE ROTARY FOR THE CONTRIBUTION.

---

TYPE OF ORGANIZATION:

CONTACT NAME AND PHONE #:

HAVE YOU EVER RECEIVED ANY ROTARY FUNDING? IF SO, FOR WHAT AND WHEN:

BRIEF HISTORY OF YOUR ORGANIZATION- WHEN FOUNDED AND WHY

OBJECTIVE OF YOUR ORGANIZATION RELATED TO OUR TARGET POPULATION FROM OUR GUIDELINES

ADDRESS HOW, AFTER READING OUR GUIDELINES, YOU FEEL THAT YOU FIT INTO OUR OBJECTIVES IN INVESTING IN OUR SHARED COMMUNITY.

DESCRIBE HOW WE CAN HELP YOU AND THE NUMBER OF KIDS ANTICIPATED TO BE IMPACTED.

IS THERE ANY LEVERAGE GAINED FOR GREATER IMPACT WITH OUR LOCAL FUNDING?

FOR THIS PAST FY- WHAT DO YOU SEE AS BREAKDOWN OF YOUR ORGANIZATION'S EXPENDITURES - % ADMINISTRATIVE? % FUNDRAISING? % PROGRAM?

ARE YOU COLLABORATING WITH OTHERS IN THIS PROJECT?

WHAT IS THE DROP DEAD MOST EXCITING PART OF THIS PROJECT THAT GIVES IT LIFE?

PLEASE PROVIDE A ONE PAGE BUDGET OF YOUR ORGANIZATION SHOWING WHERE YOUR REQUEST FITS IN?