# Appendix A: Sample Application Form

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Section 1: Organization Information

1.1 Organization Name

1.2 Organization Mission / Mandate Statement (100 words)

1.3 Organization Address

1.4 Organization Contact Name (for this project)

1.5 Contact Email / Phone Number / Website

Section 2: Project Information

**2.1 Project Name**

**2.2 Target Group** (max 100 words)

Who do you hope to reach with this project, and how does that fit with the guiding principles of this policy?

**2.3 Challenge / Issue Facing Target Group** (max 100 words)

Please identify the problem / issue(s) you want to address through this project

**2.4 Proposed Project Description** (max 200 words)

Please describe your approach to addressing this issue for this target population, and how this project will help with this approach

**2.5 Outcome(s)** (max 50 – 100 words)

What effects do you want or expect to see because of this project?

**2.6 Organization Contribution and Capacity to Manage Project** (max 200 words)

Please include any information that demonstrates commitment and ability to complete the proposed project which could include: staff or volunteers; organization experience; other funding or in-kind support; history of working with this target population or in this area of service

**2.7 RCC Support & Recognition** (max 100 words)

Please indicate opportunities for RCC members to provide service through project participation, volunteering, etc.; please indicate how this project will recognize RCC support (i.e. logo on printed material, inclusion on website, etc.)

**2.8 Workplan** (max 100 words)

Please provide a short list of key steps in work plan with estimated dates of when these steps will happen (don’t need exact date or details); project must be completed by xxx (date)

**2.9 Budget and Funding Request**

Please include the amount being requested to support the project. For requests of **$7,500** or more, please provide the most recent Financial Statements with the Funding Application. If this is a new Project without financial statements, then the request must include financial projection or a **detailed** budget indicating estimated key expenses directly related to the project. If you have more than $100,000 aggregated in Cash and/or Investments on the Balance Sheet, please explain why the organization has accumulated the cash/investments and the intended purpose of those funds. Also, please identify any other funding sources including other Rotary or service club support.

# Final Instructions:

1. Complete the Blank Application provided below the Example one provided as a guide.

2. Email your completed application to [rotarychtown@gmail.com](mailto:rotarychtown@gmail.com) using Subject line “Donation Request”

# Example Application

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| --- | --- |
| Organization Information | |
| **Name** | ABCD Association |
| **Mission / Mandate** | We work with youth in communities across the province to help them find meaningful employment by providing workshops on financial literacy, communication skills, networking, and job search. We also provide mental health resources for youth through outreach and education. |
| **Address** | 123 Main Street, Montague, PE |
| **Contact Name** | Bob Smith |
| **Contact Info** | bob@abcd.pe.ca 920 892 1234[www.abcd.pe.ca](http://www.abcd.pe.ca/) |

|  |  |
| --- | --- |
| Project Information | |
| **Name** | Youth Community Services Education |
| **Target Group** | Youth ages 15-29 |
| **Challenge/ Issue** | We do a lot of counselling, education, and outreach but are limited by the number of hours our volunteers can work and no marketing or advertising budget to reach beyond face-to-face |
| **Description** | We really need some great handouts and materials that we can give to our clients and provide to community partners so we can support others in the community who we may not see face-to-face. This would include distribution to schools and post-secondary institutions and provide information on supports and services available for mental health support, education and programming for youth in PEI. This printed material would include the RCC logo and information as primary sponsor / supporter. |
| **Outcomes** | We aim to distribute 2,500 brochures and 250 posters across the province, and have a commitment from community partners to measure referrals that result from this distribution |
| **Capacity** | We have a great network of volunteers and partners who have already agreed to distribute, display, and circulate new materials. We also have a preferred non-profit rate confirmed from a graphic designer and from a local printing company. |
| **RCC Support** | RCC members can assist with engagement and distribution to community |
| **Workplan** | * May 2018 Develop information for brochure (including RCC logo) * June 2018 Hire graphic designer * July 2018 Review designs and approve for printing * August 2018 Print order completed * August 2018 Distribution through community partners including   Rotary Club of Charlottetown and members   * September 2018 Launch and celebration / media event |
| **Budget and Funding Request** | We are seeking funds from RCC of $4,000 which will cover the following expenses directly related to this project:   * $1,000 graphic design * $2,000 printing (2500 rack cards, 250 posters) * $500 travel for distribution * $500 launch event   We do not have any other funding sources for this project. |

|  |  |
| --- | --- |
| Organization Information | |
| **Name** |  |
| **Mission / Mandate** |  |
| **Address** |  |
| **Contact Name** |  |
| **Contact Info** |  |

|  |  |
| --- | --- |
| Project Information | |
| **Name** |  |
| **Target Group** |  |
| **Challenge/ Issue** |  |
| **Description** |  |
| **Outcomes** |  |
| **Capacity** |  |
| **RCC Support** |  |
| **Workplan** |  |
| **Budget and Funding Request** |  |