

The Rotary Club of Turlock

Guidelines for Applications

September 2004

THE FOUR WAY TEST

*Is it the **Truth**?*

*Is it **Fair** to all concerned?*

*Will it build Good Will and **Better Friendships**?*

*Will it be **Beneficial** to all concerned?*

Mission

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- **FIRST**: The development of acquaintance as an opportunity of service;

- **SECOND:** High ethical standards in business and professions; the recognition of the worthiness of all useful occupations, and the dignifying by each Rotarian of his occupation as an opportunity to serve society;
- **THIRD:** The application of the ideal of service by all Rotarians to their personal business, and community life;
- **FOURTH:** The advancement of international understanding, goodwill, peace through a world fellowship of business and professional men and women united in the ideal of service.

Application Process

The Rotary Club of Turlock welcomes inquiries from eligible individuals and organizations by mail only. Letters of no more than two pages should be addressed to the President and should contain:

1. A brief summary of the organization's mission and history, including significant accomplishments.
2. A clear and concise description of the project for which funding is requested, including the project's intended impact on specific beneficiaries.
3. The qualifications of project personnel.
4. A one-page budget.
5. Plans for additional fundraising and/or achieving self sufficiency.
6. A method for evaluating the project and assessing its impact.
7. The name and phone number of a contact person.

Prior to submitting a request, applicants should review Rotary's mission and policies to determine their eligibility for support.

Proposals Not Considered

Applications will not be accepted

- for direct aid to individuals unless it benefits a community project,
- for loans to institutions or individuals,
- from individuals or institutions who do not uphold the mission of Rotary.

Proposal Review

Letters of application are reviewed on a regular basis by the Board. Applicants can expect a response within 2 months. Individuals/organizations with projects of interest will be contacted by a Rotary Club member. Such contact may include a request for additional information, a more detailed proposal, a personal interview or visit. Expression of interest in a proposal should not be considered an indication of a forthcoming approval. Final funding decisions are made throughout the year at the discretion of the Board. Funds are distributed to the applicant subject to the approved budget and letter of approval signed by the President. Receipt of funds does not imply any obligation or commitment by Rotary for future support.

Obligation

Individuals and organization receiving funds from the Rotary Club of Turlock are obligated to use the funds for the purposes specified in the application. Any funds that cannot be expended for those purposes are to be returned to Rotary. Additionally, recipients are expected to report annually on the progress of the project until the grant has been fully expended, at which time a final report should be submitted. Interim and final reports should be limited to two pages and should evaluate the progress of the project and the results achieved.

Where to Send Inquiries

All letters of inquiry and other correspondence should be addressed to:

Rotary Club of Turlock
P.O. Box 1713
Turlock, CA 95381