

## **Warwick Valley Rotary Club**

### **“Pop-Up Donation Process”**

Purpose- The purpose of this policy is to provide guidance and control to the club’s granting process, including addressing walk-in, pop-up or otherwise unscheduled requests for club support to community projects.

Process:

#### Pop-Up Requests

1. The club will budget \$3500 annually for an available pool for this purpose.
2. Pop-Up requests can be applied for online, or paper application by a club member individually or a member of the community with sponsorship of a club member.
3. Requests will be entertained strictly from community groups or charitable organizations that share similar values to the Rotary club. No requests for funding directly to individuals will be accepted.
4. All requests received will be reviewed by the board on a regular basis
5. The request must be approved by the sitting President for board consideration.
6. All applicants will be notified about the status of their request
7. With the Presidents approval, the request will be presented at the next board allocation meeting for a majority vote of approval.
8. Awards will be limited to a maximum of \$500
9. Pop-Up awards or donations will be made only one time. If the organization would like to request regular club support, from the second year forward, the organization can present their request for funding into the normal club budgeting process.
10. The Pop-up award will be made to the requesting organization at the next convenient club meeting.

## **WARWICK VALLEY ROTARY CLUB**

*The Warwick Valley Rotary Club (WVRC) is a not-for-profit, community-based service club that raises funds to support community-based services and the International humanitarian efforts of our parent organization, Rotary International.*

### **Application Guidelines**

1. The WVRC welcomes grant applications from non-for-profit, 501c3 organizations or other community based organizations which serve the needs of humanity.
2. Some preference is given to organizations and causes based in the Warwick Valley, New York area.
3. Other than academic scholarships, WVRC does not accept applications from individuals.
4. All applications are required to complete the Grant Application and submit it to a Rotary member.
5. Allocation decisions are made on a regular basis and all approved applicants will be informed of the board's decision as soon as reasonably possible.

**WARWICK VALLEY ROTARY CLUB-grant application**

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GRANT APPLICATION

**PLEASE REVIEW APPLICATION GUIDELINES BEFORE COMPLETING APPLICATION.**

_____	_____
Name of Organization	Name of Applicant
_____	_____
Organization's Street Address	Relation of Applicant to Org.
_____	_____
City/State/Zip	Telephone#      Email
_____	_____
Tel#      Email      Website	Donation checks payable to:
	_____

Organizational Mission Statement:

Organization's annual operating budget: \$ \_\_\_\_\_ Year Established: \_\_\_\_\_

Sources of financial support:

Project Description for which funds are requested: (250 words or less)

Project Budget \$ \_\_\_\_\_ Requested Amount from WVRC \$ \_\_\_\_\_