

**Rotary Club of Marietta**

**Request for Proposal – Community Service Project**

Rotary is one of the largest and most established service organizations in the world, with more than 1.2 million members in more than 230 countries worldwide.

As a global membership, Rotarians contribute their time, energy and passion to sustainable, long-term projects in communities throughout the world. These include peace and conflict resolution, disease prevention and treatment, water and sanitation, maternal and child health, basic education and literacy and economic and community development.

From a local perspective, the Rotary Club of Marietta, (RCOM), has been addressing these issues in our community since 1919. Founded with the common goal of “Service Above Self,” the Rotary Club of Marietta is one of Georgia’s oldest clubs and approaching its 100th anniversary.

In addition to our ongoing, established community outreach projects, RCOM wishes to partner with additional local nonprofits to address pressing needs in support of our community. The Club hosts an annual golf tournament in the spring of each year to raise money toward this endeavor. Through donated dollars and volunteer service, the Rotary Club of Marietta hopes to make a lasting impact in our community in any of the following areas:

* Improving quality of life, especially for the underprivileged
* Support and enhancement of education, especially for at-risk students
* Youth Literacy
* Disease prevention and treatment
* Maternal and child health/wellbeing

**Community Project Application InformationJu**

The selection process will occur on an annual basis, and funding will be provided only for the year of selection. The Club may choose to select a single project or multiple projects for support, but it is expected 2-3 projects will be funded in the range of $2,500-$10,000. Organizations who are funded must wait a year before applying again.

**Eligibility Criteria – organizations must:**

* Have a 501(c)(3) designation, and operate within Cobb County
* Designate at least one staff member to serve as the point of contact for the project
* Attend at least two Rotary weekly luncheon meetings (to introduce the organization/project and to give an update/final report on the funded project)
* Address one or more of the RCOM impact areas listed above
* Complete project evaluation form

**Funding can be used for:**

* Organization’s general and administrative operations
* Improvement to existing services
* New project support

**Funding will not be considered for:**

* Private Foundations
* Organizations that discriminate on the basis of race, color, religious creed, national origin, age, sex, marital status, sexual orientation, gender identity, handicap, disability, medical condition or veteran status
* Political candidates, political organizations, political lobbying
* Deficits or debt payments
* Faith-based organizations that will use funds to teach or advance a religious ideology
* Capital campaigns, sports teams/events (n/a for Special Olympics), or fundraising special events such as galas
* Salaries that are not essential to the success of the project

**Project Schedule:**

October 25, 2018 Applications due

Week of November 27, 2018 Finalist Interviews/Presentations to Rotary Committee

December 2018 Project(s) selected and applicants notified

 Project(s) announced to the Club at weekly luncheon and

 selected agency/organization representative(s) introduced

November – end of April 2019 Project(s) launched/conducted

May 2019 Org. representative(s) give update at weekly luncheon

May 2019 Project(s) completed

June 28, 2019 Final Reports Due

**Proposal Procedure**

1. Complete a **Project Application and Cover Sheet**
2. Submit required supporting documents
3. Submit application packets via email by **5 p.m. on October 25, 2018** to Jennifer Cain, Jennifer@towncentercid.com

No phone calls, please! Applications will not be accepted in hard copy.

**Required Supporting Documents**

1. IRS 501(c)(3), 501(c)(4) or governmental entity tax-exempt determination letter (government agencies may submit a notarized letter from the CFO or CPA indicating exemption)
2. Project Budget and Organization Budget
3. Board of Directors list, including Board Members’ affiliations
4. Required Coversheet (see attached)

**Incomplete applications will not be considered**



**Rotary Club of Marietta**

**Community Service Project Application**

1. Project proposal should not exceed three pages and include:
	1. Project Name, project description, and narrative on how the project will benefit the organization, the population it will serve, and the community as a whole.
	2. Description of how the project addresses one or more of the community needs listed as RCOM’s impact areas.
	3. Anticipated project timeline.
	4. List of any other community agencies involved with this project.
	5. Description of what success would look like for this project.
	6. One paragraph summary of the proposed project to be shared with the Club and included in the Club’s newsletter, if the project is selected.
2. The proposal must be signed by the Executive Director or CEO of the organization and by the Chair of the Board. (Scanned documents are acceptable.)
3. If funded, a project evaluation will be due by June 28, 2019 and should address the following:
4. How were RCOM funds used to meet your project goals?
5. What results did you see from the project? How many people were served?
6. What impact did your project have on the community?
7. Will the project continue next year? Why or why not?
8. List any lessons learned, if there is something you would do differently next time, and how RCOM could better facilitate your organization’s goals.
9. List all publicity received as a result of this project, and the use of the RCOM logo and name.

**Required Supporting Documents**

1. IRS 501(c)(3), 501(c)(4) or governmental entity tax-exempt determination letter (government agencies may submit a notarized letter from the CFO or CPA indicating exemption)
2. Project Budget and Organization’s Annual Budget
3. Board of Directors list, including Board Members’ affiliations
4. Project Coversheet (see attached)

**Submit application packets via email by 5 p.m. on October 25, 2018 to**

Jennifer Cain, Jennifer@towncentercid.com

**NO PHONE CALLS, PLEASE**

**Applications will not be accepted in hard copy**



**Rotary Club of Marietta**

**Community Service Project Cover Sheet**

Name of Organization:

Address:

City: State: Zip:

Organization website address:

Name and title of Contact Person:

 Telephone:

 Email:

Name of Executive Director:

Project Name:

Total Amount of Funding Requested:

**Organizational Background**

Date Founded?

What population do you serve? (include gender, income, age, geographic or other characteristics)

How many unique individuals do you serve annually?

How many employees do you have? Full-time? Part-time?

How many volunteers do you engage on a yearly basis?

Does your Board of Directors (if applicable) contribute financially to your mission and programs? \_\_\_\_\_yes \_\_\_\_\_no \_\_\_\_\_n/a

If so, what percentage of the Board contributes?

Names and titles of key management team: