



**Bartlesville Rotary Club Foundation  
Project Funding Request Form**

(Only Washington County, Oklahoma 501(c)(3) organizations may apply)

Name of Organization Making the Request: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name: \_\_\_\_\_

(If you are asking for funding for a specific part of a larger project, please specify)

Dollar Amount Requested: \$\_\_\_\_\_ Total Cost of the Project: \$\_\_\_\_\_ (please attach a budget)

What is the purpose of the project (please provide additional pages if necessary)? \_\_\_\_\_

Number of people expected to attend the project? \_\_\_\_\_ Number of volunteers involved: \_\_\_\_\_

Date of the project: \_\_\_\_\_ What year was the project established? \_\_\_\_\_

Specifically identify other funding sources at the same level or higher, as being requested):

Please name any Bartlesville Rotarians involved in leadership roles with the organization?

Please name all organizations or groups benefitting from this project? \_\_\_\_\_

How specifically will you evaluate the success of the project (please include an example of the evaluation materials)? \_\_\_\_\_

Please be specific about what type of publicity is being used to promote the specific project for which funding is sought on which the Bartlesville Rotary Club will be seen and/or mentioned as a donor or sponsor at the associated funding level:

- \_\_\_ Posters or Flyers
- \_\_\_ On-Site Banners
- \_\_\_ Email Blast/Direct Mail
- \_\_\_ On-site mentions/announcements
- \_\_\_ Social Media: please be specific: \_\_\_\_\_
- \_\_\_ Radio: please be specific: \_\_\_\_\_
- \_\_\_ TV/Cable: please be specific: \_\_\_\_\_
- \_\_\_ Other, Please specify: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

If approved, in return for a donation or sponsorship to your project, the Bartlesville Rotary Club Foundation requests that you place the Bartlesville Rotary Club brand (logo or verbal mention) in a prominent location that is equal to the sponsorship or donation level in your solicitation literature. This includes any digital, printed, audio publicity materials or on-site announcements. An example of such may include posters, pamphlet, brochures, banners, advertisements, on-site announcements, etc. At the conclusion of your event, a Sponsor/Donor Report (not more than one page in Word or PDF) of the results of the project shall be submitted to the Bartlesville Rotary Club to include (1) a brief summary of the event; (2) the number of persons attending and how this amount was determined; (3) the amount and type of publicity materials distributed with the Bartlesville Rotary Club brand; and (4) an example of publicity showing the printed Rotary Logo (may be a photo of the various materials). Please also forward at least one photo of the actual event in a digital format (JPEG). Please send the above information to [geohalk@gmail.com](mailto:geohalk@gmail.com) with the subject line: Rotary Donation/Sponsorship Report.



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### **FUNDING APPLICATION GUIDELINES**

The following guidelines are to provide general direction in evaluating a funding request for consideration by the Bartlesville Rotary Club. Donations and sponsorship may be requested up to \$500.

1. The funding request must include a completed Bartlesville Rotary Club Foundation Project Funding Request Form and must be from a recognized non-profit charitable organization that is certified under IRS regulations, such as a church, school, college, government entity or foundation in Washington County, Oklahoma.
2. High priority will be given to a charitable organization in which Rotarians are serving in leadership positions.
3. The number of persons projected to benefit from the grant will be given high consideration.
4. The funding application must address a specific project of the requesting organization. Requests for donations to a general fund, unspecified use or general operating expenses will not be considered.
5. High marks will be given to organizations that can articulate the evaluation criteria that is used to determine the level of success achieved and how the evaluation is used to improve the overall project.
6. Specifically identifying matching funds and/or other corporate donations and sponsorships from the requesting organization or third parties shall be a strong positive factor.
7. The visibility of the Bartlesville Rotary Club and/or Rotary International brand on publicity materials is a major consideration for funding. How the Rotary brand will be clearly identified as the sponsor or donor must be articulated.
8. A representative from the requesting organization may be invited to attend the Bartlesville Rotary Club Board meeting when the funding sponsorship request is to be considered.
9. Preference shall be given to applications from community and civic organizations staffed largely by local volunteers. In general, donations shall not be made to support large national organizations that have professional staffs and engage in annual fund drives. However, Rotary International projects and programs will be given full consideration.
10. Each project that is funded is generally one-time. Receipt of a previous donation or sponsorship from the Bartlesville Rotary Club does not assure receipt of additional support.

Approved by Bartlesville Rotary Club Board: August 20, 2018.

**Submit Funding request to:**

**BARTLESVILLE ROTARY CLUB  
P.O. Box 881  
Bartlesville, OK 74005  
Email: [geohalk@gmail.com](mailto:geohalk@gmail.com)**

**Note:** Submission of funding requests 60-120 days in advance of the project is highly recommended. The Board of Directors meet the 3<sup>rd</sup> Monday of every month and will consider funding requests up to \$500 at that time based on the recommendation of the Grants Committee. Funds are limited and are first come, first serve.

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