



Bartlesville Rotary Club Foundation
2021-2022 Sponsorship Application 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: _____

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

Date of the project: _____ Number of volunteers involved: _____

What category will this project benefit (choose one or more):

___ The Community, Describe: _____

___ Youth, Describe: _____

___ Education, Describe: _____

What is the objective/purpose of the project (please provide additional pages if needed)? _____

How specifically will you evaluate the success of the project (please include an example of the evaluation materials): _____

Number of people you expect serve: _____ Number of people expected to attend the project? _____

Please tell us the demographics of the persons you are serving in this project: _____

If approved, in return for a sponsorship to your project, the Bartlesville Rotary Club Foundation requests that you place the Bartlesville Rotary Club Logo (attached with check) in a prominent location that is equal to the donation or sponsorship level in your solicitation literature. This includes any digital, printed or audio publicity materials or on-site announcements. This may include but not be limited to posters, flyers, banners, print, tv, radio, social media, e-blast, website advertisements, on-site announcements, etc. At the conclusion of your project, you will be required to submit the attached Post Sponsorship Report. Please send the above information to geohalk@gmail.com with the subject line: "2021-2022 Rotary Post Sponsorship Report." Those not submitting the report will not be eligible for future sponsorships.



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Specifically identify other sources of funding for your project has received at the same level or higher, as being requested:

Are there any other groups or organizations benefitting from this project? If Yes, please list: _____

The visibility of the Bartlesville Rotary Club and/or Rotary International brand on publicity materials is a major consideration for funding. How will you promote/market the Rotary Brand in exchange for a sponsorship? Please check the appropriate boxes:

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

___ Posters or Flyers, Proposed Distribution Amount: ___

___ On-Site Banners, Number ___

___ Direct mail, ___ Email Blasts, Proposed Distribution Amount ___

___ Newsletters/Bulletins, Proposed Distribution Amount: ___

___ On-site mentions/announcements, Number of announcements ___

___ Social Media Posts: please be specific about what media and number of posts:

___ Radio/TV/Cable: please be specific about what type and number: PSAs or Advertising:

___ Other, Please specify: _____

(Please be sure to capture examples of each form of publicity you use for your Post Sponsorship Report)

Please list any Bartlesville Rotary Club Board Members who serve in leadership positions within your organization (board members and other leadership capacities). _____

Signature of Applicant: _____ Date: _____

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SPONSORSHIP APPLICATION GUIDELINES

The following guidelines are to provide general direction in evaluating a funding request for consideration by the Bartlesville Rotary Club. Sponsorships may be requested up to \$500. New in 2021-2022, one Grant of \$1,000 will be awarded in each funding cycle to the top-rated program. Club Projects are not eligible for Sponsorship consideration.

2021 Sponsorship Cycle: Due Date: October 8, 2021. Sponsorship Awards: October 19, 2021

2022 Sponsorship Cycle: Due Date: February 11, 2022. Sponsorship Awards: February 22, 2022

1. The funding request must include a completed Bartlesville Rotary Club Foundation Sponsorship Application 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. Applications must be received by the due date.
2. Projects must take place after the Award Dates. Sponsorship Awards are not retroactive. One Sponsorship per Organization per Rotary year (July 1, 2021-June 30-2022). If you are not awarded in the first sponsorship cycle you are free to reapply in the second sponsorship cycle.
3. We encourage applicants to expand on their program descriptions to be eligible for the \$1,000 Grant.
4. High priority will be given to a charitable organization in which Rotarians from the Noon Club are serving in key leadership positions in the applying organization.
5. The number of persons and their demographics projected to benefit from the funding will be given high consideration.
6. The funding application must address a specific project of the requesting organization. Requests for donations to a general fund, capital building campaign, unspecified use or general operating expenses will not be considered.
7. 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 has been used to improve the overall project.
8. Specifically identifying matching funds and/or other corporate donations and sponsorships received by the requesting organization or third parties for the project shall be a strong positive factor.
9. 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 must be articulated.
10. Preference shall be given to applications from community and civic organizations staffed largely by local volunteers. In general, sponsorships shall not be made to support large national organizations that have professional fundraising and promotion staffs that engage in annual fund drives. However, Rotary International projects and programs will be given full consideration.
11. Each project that is funded is generally one-time. Receipt of a previous sponsorship from the Bartlesville Rotary Club does not assure receipt of additional support. Organizations that receive a sponsorship in the first cycle are not eligible for the second cycle. If you are denied in the first cycle you may apply again in the second cycle.
12. 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.

Submit Sponsorship Applications (email preferred) to:

BARTLESVILLE ROTARY CLUB

Email: geohalk@gmail.com

P.O. Box 881

Bartlesville, OK 74005

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Rotary Post Sponsorship Report

Please submit at the conclusion of the Sponsored Project

(If the report is not submitted by June 30, 2022, you will not be considered for any Rotary sponsorships in the following years)

Please provide a brief narrative summary (not more than one page in Word or PDF) of the results of the project, including:

- (1) Provide a brief summary of the event or program that was sponsored by Bartlesville Rotary Club.**

- (2) The indicate the number of persons attending or served and how that number was determined.**

- (3) List the amount and type of publicity materials distributed with the Bartlesville Rotary Club Logo showing (example: # of times an advertisement ran on Cable TV, or # of brochures or event programs distributed, or number of emails an E-Blast covered with the Rotary Logo or name included, etc., etc.)**

- (4) Example(s) of publicity showing the printed Rotary Logo on the printed or digital materials (may be a photo or screenshot of the various materials).**

- 5) Please attach at least one photo of the actual event in a digital format (JPEG), separate from #4 above.**

- 6) Please attach at least one photo of the product or the services being provided.**

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