



**Bartlesville Rotary Club Foundation**  
**2022-2023 Sponsorship Application Form**  
(Only Washington County, Oklahoma 501(c)(3) organizations may apply)  
Projects must be completed by June 30, 2023

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: \_\_\_\_\_

On a separate sheet of paper, please provide at least three examples of the volunteer roles in this project, not including funding.

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 to serve: \_\_\_\_\_

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, and no later than June 30, 2023, please submit the attached Post Sponsorship Report. Please send the above information to [geohalk@gmail.com](mailto:geohalk@gmail.com) with the subject line: "2022-2023 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:

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Collaboration is highly encouraged. If a collaborating organization is involved, who is it and what is their role?

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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, Number distributed: \_\_\_\_
- On-Site Banners, Number \_\_\_\_
- Direct mail,  Email Blasts, Number mailed/emailed \_\_\_\_
- Newsletters/Bulletins, Number Distributed: \_\_\_\_
- On-site mentions/announcements, Number of announcements \_\_\_\_
- Social Media Posts: please be specific about what media and number of posts:

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

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Other, Please specify: \_\_\_\_\_

(Please be sure to capture examples of each form of publicity you use for your Post Sponsorship Report)  
 Sponsorship Applications are prioritized by Bartlesville Rotary Club Member involvement. Please provide a list of your Board of Directors, Committee Chairs, and Staff. Bartlesville Rotary Club (Noon Club) will determine who among those listed are Bartlesville Rotary Club Members (Noon Club) leadership positions within your organization.

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 \$750.

2022 Sponsorship Cycle: Due Date: Friday, October 7, 2022. Sponsorship Awards: Tuesday, October 18, 2022

2023 Sponsorship Cycle: Due Date: Friday, February 10, 2023. Sponsorship Awards: February 21, 2023

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 year. If you are not awarded in the first sponsorship cycle you are free to reapply in the second sponsorship cycle.
3. 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.
4. Bartlesville Rotary Club highly encourages collaboration with other organizations.
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, fundraising event, 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 with local volunteers. In general, sponsorships shall not be made to support large national organizations that have professional fundraising and promotion/marketing 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 an organization that is awarded may be invited to make a presentation to the Bartlesville Rotary Club about their project and their organization.

**Submit Sponsorship Applications (email preferred) to:**

**BARTLESVILLE ROTARY CLUB**

Email: [geohalk@gmail.com](mailto: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 before June 30, 2023**  
**(If the report is not submitted by June 30, 2023,**  
**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 served and how that number was determined.**
- (3) Please provide two examples of the volunteer roles associated with your project.**
- (4) 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.)**
- (5) 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).**
- 6) Please attach at least two (2) photos of the actual event in a digital format (JPEG), separate from #4 above.**
- 7) Please attach at least two (2) photos of the project or the services being provided during the project for which the sponsorship was awarded.**

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**Bartlesville Rotary Club Foundation Sponsorship Application**  
**2022-2023 Scoring Matrix**

**Organization Being Scored:** \_\_\_\_\_

**Purpose of the Project:** Will the sponsorship request help benefit youth, education or the community? Is the request well-narrated and clear in its intentions? Does the request appear to be the result of a thoughtful process to address a clear need or desired outcome?

**Rank:**            5                    4                    3                    2                    1                    0                    \_\_\_\_\_

**Publicity for Rotary:** Has the applicant provided enough media to justify the amount of the sponsorship application? Has the publicity been clearly articulated? Example: Number of logo posts in Social Media, Poster with Logo posted and the # of locations, etc.

**Rank:**            5                    4                    3                    2                    1                    0                    \_\_\_\_\_

**Overall Impression:** Does the organization seem to have a clear mission and strategy? Does it have a strong local presence? Is this program/project appear well-conceived and appropriate? Does the organization appear prepared to carry out the project/program?

**Rank:**            5                    4                    3                    2                    1                    0                    \_\_\_\_\_

**Outcomes:** Do the outcomes seem feasible and achievable? Will outcomes have an impact on the success of the project and its overall organization? Will the outcomes enhance the youth, education, and/or the community being served? Do the outcomes seem proportional to the overall project/program?

**Rank:**            5                    4                    3                    2                    1                    0                    \_\_\_\_\_

**Evaluation:** Has the organization created evaluations that will prove the outcomes have been achieved? Are the measurements for the outcomes well-conceived and applicable to the project? Is there an example of the metrics of the outcomes? If a survey is being used, has the organization included a copy of the survey in the application attachments?

**Rank:**            5                    4                    3                    2                    1                    0                    \_\_\_\_\_

**Budget:** Does the proposal include a detailed and reasonable line-item budget of revenue and expenses?

**Rank:**            5                    4                    3                    2                    1                    0                    \_\_\_\_\_

**Other Sources of Funding:** Has the organization specifically identified other sources of secured funding by name for the project at the same level being requested or higher? Have other sources of funding been adequately leveraged with Rotary funding?

**Rank:**            5                    4                    3                    2                    1                    0                    \_\_\_\_\_

**Number Served:** Is the number served in a project benefiting youth, education, and/or the community by this request consistent with the amount being sought? If for specific small group, are the outcomes consistent with the amount of funding requested?

**Rank:**            5                    4                    3                    2                    1                    0                    \_\_\_\_\_

**Other Groups Benefitting:** Has the applicant collaborated with any other organization or professional to achieve this project? Has the applicant given sufficient information about the role they will play in the project?

**Rank:**            5                    4                    3                    2                    1                    0                    \_\_\_\_\_

**Rotary Leadership Participation:** The application receives 0 points for no Rotary leadership involvement, 3 points for 1 Rotary member involvement, and 1 point more for every member above one up to a max of 5 points.

**Rank:**            5                    4                    3                    2                    1                    0                    \_\_\_\_\_

**Total Score:** \_\_\_\_\_

**Scoring:**    5 – Exceptional    4 – Very Good    3 – Satisfactory    2 – Marginal    1 – Poor    0 – Did not include