| Greece RotaryService Request Form |
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| Applicant Information |
| Organization/Person Submitting Request: |
| Project Address: |
| Phone: |
| E-Mail |
| Project Coordinator: |
| Phone: |
| E-Mail: |
| Purpose for which funding/Project is requested |
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| who will benefit from this request? |
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| request details |
| Number of volunteers needed: |
| Date and time needed: |
| Job Description: |
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| Financial structure: 501 (c) 3: Yes or No |
| Amount of funding requested: |
| Date the funding is needed: |
| Total amount needed for the project/program? |
| What other sources will you receive funding from? |
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| How will your organization publicize this grant? |
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| Below to be completed by the committee submitting the request |
| How does this request support the Clubs Strategic Plan? |
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| Is this a local or international project? |
| How does this project meet the needs in the community?  |
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| Date Submitted to the Club President: |
| Date Assigned to Committee Chair: |
| Line Item in the Budget to support this request: |
| Board Meeting Presented: Board Approved: Yes or No |
| Estimated Start Date: |
| Estimated Completion Date: |
| Guest Speaker at a Club Meeting (after the project): |
| Committee Chair Provides Final Report to the Board: |
| **General Guidelines:*** Supports the Mission of the Greece Rotary.
* Rotary Areas of Focus: Promoting Peace, Fighting Disease, Providing Clean Water, Saving Mothers and Children, Supporting Education, and Growing Local Economies.
* Supports the Greece Community.
* Sustainable.

**Service Request Process:*** Request Submitted to the Club President
* Club President assigns to the appropriate Committee Chair
* Appropriate Committee reviews the request
* Committee Chair presents to the Board for approval
* Committee Chair follow up after the project/program completion:
	+ Schedule Guest Speaker Presentation at a Club Meeting
	+ Provides Final Report to the Board
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| Applicant Signature: | Date: |
| Committee Chair Signature: | Date: |