

Rotary Club of Salem
GOOD WORKS PROJECT APPLICATION FORM

The Rotary Club of Salem will fund one large project that will benefit our community. Eligible projects for consideration are those that **directly or indirectly** foster, develop, promote, and encourage the health, education, and the general welfare of primarily youth in the city of Salem and the surrounding area. Interested applicants should submit proposals for a project focused on service projects performed by Salem area non-profit organizations. A committee will review all proposals and conduct short oral interviews with the finalists in September. (Organizations which did not make the oral interview stage will be contacted at that time.) A formal announcement on the decision for the recipient of the Major Good Works Project will be made by November 2015.

The total amount available is up to \$30,000. Projects should conclude by June 30, 2017. After distribution of funds, the organization selected as the Good Works recipient will need to deliver reports on the progress of its project to the Good Works Committee during the year of the award and future years as requested.

Please email completed proposals to Bruce Anderson, Chair, Rotary Good Works Committee at bruce.anderson@nwnatural.com. Please also mail a hard copy to Chuck Swank, Treasurer, Rotary Club of Salem: Grove, Mueller & Swank, PC, 475 Cottage St NE Suite 200, Salem OR 97301-3814. **To qualify, applications must be emailed or postmarked no later than August 28, 2015.** The Rotary Club of Salem Board of Directors will determine what project(s) to fund. If you have questions or need more information, please contact Bruce Anderson at 503/371-0580.

INSTRUCTIONS

- 1) **Cover letter.** Attach a cover letter (no more than one page) with your organization's proposal narrative. Please note in the cover letter a point of contact for the organization along with contact information (phone, mailing address, email address, and organization's website). The cover letter should be signed by the organization's "chief executive" and board chair.

- 2) **Proposal narrative.** Please submit a brief explanation of your organization's proposal. Please **limit to no more than four pages maximum.** Do not include additional brochures or material. In your narrative, please include the following:
 - a. A brief history of your organization and what it does;
 - b. Your organization's policy on non-discrimination in the delivery of its services;
 - c. A brief description of the proposed project;
 - d. The amount your organization is requesting;
 - e. A brief statement on why this project is needed for your organization and its mission;
 - f. Note who and how many persons this project will benefit;
 - g. Note the goals and proposed outcome;
 - h. If applicable, please note other funds you have secured or are seeking as part of the overall funding package; and,
 - i. Note any additional relevant details on the project.

In addition, please include a budget noting major expense areas and the overall project budget. Also, include a copy of the most recent year-end financial statement. These can be submitted as separate attachments if needed and will not be counted against the total pages of the narrative proposal.