

# Rotary Club of Northfield

## Local Donations and Service Project Process and Guidelines

Members of the Rotary Club of Northfield joined the organization with the hope and desire to make a difference. Our club has a long and proud history of serving the Northfield community and evidence of our impact can be seen in countless examples throughout Northfield. One way our club makes its mark on the community is through local donations and service projects.

A *local donation* typically helps launch a new project/program or offers support of a specific current program that addresses local causes, needs or emergencies. Local donations are typically under \$1000.

A *local service project* typically entails a partnership between Northfield Rotary and a local non-profit organization. The partnership is tasked with completing a high-profile community project through hands-on service and funding. Funding from Northfield Rotary is expected to be in the range of \$1K-\$100K. Projects in the higher end of the scale are expected to have a fundraising component.

The purpose of this document is to provide the club and the public with information regarding the process and guidelines that our club will use to fairly evaluate and respond to Local Donation and Service Project applications. Please note that the process and policies that follow are not absolute. That is, our club may, in its discretion, deviate from the process or policies as the Board of Directors deems is necessary. It is the club's hope and intent to use the process and policies below as a guideline for both the club's Board of Directors and the public to ensure fairness and efficiency.

### **All of our projects must be fully compatible with our core values:**

- The mission of Rotary is to provide service to others, promote integrity, and advance world understanding, goodwill, and peace through its fellowship of business, professional, and community leaders.
- The object of Rotary is to encourage and foster the ideal of “service above self” as a basis of worthy enterprise and, in particular, to encourage and foster:
  - The development of acquaintance as an opportunity for service;
  - High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;
  - The application of the ideal of service in each Rotarian's personal, business, and

- community life;
- The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.
- Every Rotarian, including all members of the Rotary Club of Northfield, have pledged to live by what we call the four-way test:
  - Of the things we think, say or do:
    - Is it the TRUTH?
    - Is it FAIR to all concerned?
    - Will it build GOODWILL and BETTER FRIENDSHIPS?
    - Will it be BENEFICIAL to all concerned?
- Rotary International has established the following causes.
  - Ending polio
  - Promoting peace
  - Fighting Disease
  - Providing Clean Water
  - Supporting Education
  - Saving Mothers and Children
  - Growing Local Economies

### **Application Process:**

**Local Donations:** Applications for local donation requests under \$1000 will be reviewed on an ongoing basis. Applications must be received 30 days prior to the when the funds are needed. Decisions will be made within 30 business days of the request.

**Local Service Project:** The Northfield Rotary Club **does not accept** unsolicited donation requests for projects above \$1000. Our club prioritizes opportunities as they arise and are brought forth by members.

Applications for local donations and service projects will be evaluated and judged on how closely they meet our club's selection criteria as provided below. Our club strictly operates without discrimination as to age, race, religion, gender, sexual orientation, handicap, or national origin.

Local donations applications may be found and submitted electronically here: [Application](#).

Any questions, comments, or concerns should be submitted [here](#).

## **Local Donation and Service Project Guidelines:**

- Favorable Factors
  - Proposed project easily fits with the club's core values, as stated above
  - Application is sponsored or supported by an active member in the club
  - Project entails hands-on participation by the applicant and the members of Northfield Rotary Club
  - The application has a fundraising plan, especially if request is over \$1000, and prepared in the event fundraising is required to complete the project.
  - Close proximity to the Northfield School District
  - Proposed project or cause will benefit an underserved population in the community
  - Applicant indicates willingness to speak to club about the funding request and provide follow up details about the state of the project after funding
  - Applicant must be a nonprofit agency or group, not an individual
  - Positive historic relationship with the club
  - Project or cause will address an unmet need in the community
  - Funding will help launch a new project/program
  - Projects which facilitate cooperation and collaboration between and among organizations in the community
  - Projects which ensure a long-term or permanent impact
- Unfavorable Factors
  - Project is religious or political in purpose
  - Project is funded prior to application and the application seeks reimbursement
  - Project is disorganized, poorly planned, and/or not cost effective
  - Project focuses mainly on short-term results rather than long-term sustainable solutions
- The club does not typically:
  - partner with political parties or candidates for office or fund political campaigns or projects
  - contribute to another organization's endowment funds, memorials, or multi-year projects
  - contribute to an organization that engages in discrimination
  - fund basic municipal services
  - fund individuals or organizations without a tax exempt status
  - Fund athletic teams
  - Fund general operating expenses

## **Expectations of Grantees**

If awarded a grant, applicants will be expected to:

- acknowledge Rotary verbally and in writing (logo and Rotary Club of Northfield) on all publicity and marketing materials related to the project or program and at any events funded when feasible
- Submit a brief one-page report that details how the grant was spent, who was impacted, successes and challenges, and any photos or documentation about the project or program. Report should be sent within 30 days of expenditure of grant funds. Material from reports may be shared with the club and utilized in public marketing efforts. Please ensure that photo permissions are received.