



THE ROTARY CLUB OF ST. JOHN'S EAST FOUNDATION INC.

P.O. Box 21183
St. John's, NL
Canada A1A 5B2

Checklist for Applicants for Funding

Please make application for funding on your own letterhead. Make applications as comprehensive as possible, keeping your request to a maximum of ten pages.
Please provide five (5) copies of your funding request and information.

To assist us in fully understanding your organization and its need, the following items should be included with your request:

- The name of the organization and contact person
- Complete mailing address and location plus phone and fax and email address.
- A list of your Board of Directors and your organization's current financial summary.
- IMPORTANT: Your organization's CCRA charitable tax registration number, if a registered charity.
- A brief history of the organization (mission statement, activities, clientele, affiliations, operation structure, staffing, etc.)
- A brief outline of your current sources of funding (government, non-government, matching/leveraging possibilities, etc.)
- Details of any past Rotary Club of St. John's East Foundation funding.
- IMPORTANT: Detailed information of proposed use of the funds, with particular reference to the project, event or purpose for which you are requesting funding. Also indicate some way in which our contribution could be recognized publicly.
- The total amount of funding your project or event needs and the amount you are requesting from the Rotary Club of St. John's East Foundation. A copy of a budget for the project or event would help our evaluation. Also, please indicate if you have applied and/or received other funding for this project, event or purpose.
- The criteria which will determine the success of the project or event. You may be asked to provide a written or oral presentation after completion of your project or event.

Any member of the Rotary Club of St. John's East can pass your application along to any member of the Club's Foundation. Remember to provide FIVE copies of your application.