International Service Committee (ISC)

Project Funding Proposal (Applicants use black ink please.)

Please email your completed Project Funding Proposal to your contact on the International Service Committee (ISC) who will present it to the committee for consideration. If you do not have a contact, please mail to Poulsbo North Kitsap Rotary Club, PO Box 1334, Poulsbo, WA 98370 or email completed form to poulsborotaryisc@gmail.com.

Direct any questions to your ISC representative or the ISC Chair, at poulsborotaryisc@gmail.com.

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| 1. **Date of submission:**  |
| **2. Name of project:**  |
| **3. Amount of funds you are requesting from Poulsbo Rotary:** |
| **4. Project narrative:****On an attachment please provide a short narrative explaining what the need is that you are seeking to address with this project; how did you get involved in this effort and why; where will the project take place, are the people in the community served in this project involved in its planning and implementa-tion, and if so how; and briefly describe when you will initiate the project, how it will operate and how people will be benefited.**  |

 5. ORGANIZATION INFORMATION

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|  **A. Name of Organization:** |
|  **B. Address:** |
|  **C. Web site:** |
|  **D. When was this organization started:** |
|  **E. Name of the grant administrator:**  |
|  **F. Address:** |
|  **G. Phone: Email:** |
|  **H. Other Contact Name:** | **Email:** |
|  **I. Phone:**  | **Title:** |
|  **J. Is the organization registered in the United States?**  | **Yes\_\_\_\_ No \_\_\_\_** |
|  **K. Is it a 501(c)(3)? Yes \_\_\_\_ No \_\_\_\_** |
|  **L. If yes, what is the IRS registration number (EIN)?** |
| **M. Please attach a copy of the IRS Nonprofit Determination Letter if available.** |
|  **N. If it is not an IRS 501(c)(3), please identify what type of organization it is.**  |
|  **O. If not a US organization, what is the country of origin?**  |
|  **P. If not a US organization, is it registered with the local government? Yes \_\_\_\_ No \_\_\_\_** |
|  **Q. What is the initial date of government registration?** |

**6. Grantee overhead costs:**

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|  **A. For this project please indicate the % of funds that will be used in direct service to people:**  |
|  **B. For this project please indicate the % of funds that will be used for overhead, including admini- strative costs, travel costs, and fund raising:**  |

**7. Project planning and budget: (Please provide your responses in a separate attachment.)**

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|  **A. Please state in two sentences or less the specific, measureable goal for the complete project for which this application applies, including the timeline for completion and the number of people you expect to serve.**  **B. In most projects there are significant steps that must be taken, objectives that need to be reached, in order to move toward the measureable goal. Please list what these steps (objectives) are for this project.**  **C. Please provide the total budget listing all projected sources of income and a reasonably detailed listing of project expenses. If funds from other sources are involved in the project please specify in the income side of the budget document the purpose for which Poulsbo Rotary funds will be used.**  |
| **8. Sustainability (Please provide your responses in a separate attachment.)** **A. Is the project for which funds are requested intended to be of continuing service to the recipients or is it a one-time activity?** **B. If the human service for which this grant is intended is planned to continue beyond initial use of these funds what future funding will be needed and what will be the source(s) of these funds?** **C. If the project is intended to be sustainable, how do you intend to make that happen, and how long will it take to reach sustainability?****9. Communication, monitoring and reporting.** **A. Will it be possible for the grant administrator to be in regular communication with the Poulsbo Rotary ISC representative? Yes \_\_\_\_ No \_\_\_\_.** **B. Method: Skype or comparable \_\_\_\_; Email \_\_\_\_; Other \_\_\_\_. If other describe:**  **C. Financial monitoring and reporting.** **1. Will you be providing regular financial reports showing both planned and actual income and expenses for the reporting period? Yes \_\_\_\_; No \_\_\_\_.** **2. Frequency: monthly \_\_; quarterly \_\_; semi-annually \_\_; annually \_\_; upon completion \_\_\_.** **D. Narrative reports.** **1. Are you planning to provide regular narrative reports? Yes \_\_\_; No \_\_\_** **2. Frequency: monthly \_\_; quarterly \_\_; semi-annually \_\_; annually \_\_; upon completion \_\_.****10. Evaluation** **Will you be preparing and sharing with donors a final evaluation of the project including unexpected problems encountered, if the goal has been achieved, and if not why not? Yes \_\_\_; No \_\_\_.****11. Organization agreement regarding this grant** **Should an international grant from Poulsbo-North Kitsap Rotary Foundation (PNKRF) be awarded, the organization agrees to the following:** **A. To use and apply funds provided by the PNKRF exclusively for the project as you have described above.** **B. Upon receipt of funds submit written acknowledgment to PNKRF.** **C. Submit budget and narrative interim reports as agreed in the final proposal.** **D. Submit a final report with photographs within two months of project completion.** **E. Communicate immediately with the ISC representative regarding any issues that constrain use of these funds according to the approved proposal.** **Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature of PNKR advocate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_** |