**Rotary Club of Lebanon Giving Guidelines**

**Overall Giving Statement:**

1. The club will support programs and events for the benefit of the youth of the greater Upper Valley community. This includes the annual Scholarship Programs of the Lebanon and Mascoma High School graduations.
2. The club will support the greater Upper Valley community with specific focus on Families and Children in need.
3. The club will support Rotary International programs related to Literacy, Health, Peace Promotion and Clean Water.

**General Requirements:**

* Ongoing Programs or Projects with a specific purpose
* Programs or Projects receiving other private funding
* Activities that assist people in building skills toward independence
* Programs or Projects that provide health assistance to low-income people
* Programs or Projects that have a positive track record
* Programs or Projects that have a reasonable chance for continued success
* Programs or Projects within the Club's serving area of Lebanon and the Upper Valley of NH & VT.
* Scholarship applicants will provide a statement regarding community service hours, social awards, offices held in volunteer service organizations.

**Generally, we will not give to:**

1. For-profit Organizations or Groups and Individuals;
2. Programs or Projects receiving most of their support from taxes (except some educational programs)
3. Start-up Programs or Projects that do not already have significant support
4. Bricks-and-Mortar Projects (unless there is a clear community benefit)
5. Ticket purchases, event sponsorship's, or membership in other Organizations or Groups
6. Programs or Projects outside the Club's serving area
7. Blind mailings

**Selection Process:**

The Gifts and Grants Committee meets monthly to review all requests and supporting documentation.

 At that time the Committee will:

1. Suggest the request receive Board Authorization
2. Suggest the request at a higher or lower amount than requested by the applicant
3. Suggest the request be denied at this time
4. Return the request for missing information or clarification.
5. Not consider the application for various reasons. eg Doesn’t fit guidelines; Budget has been spent.

5/18/20

 Most gifts awarded by the Rotary Club of Lebanon, NH are between $100 and $1,000. We do consider larger amounts if the benefits are shown to be significant.

An elaborate application process is not required. Below is the documentation that we would like to have to be able to efficiently and fairly process your request. Failure to include the following items may result in your request being returned for missing information, which will extend the processing time.

1. The reason for your request.
2. The SPECIFIC AMOUNT YOU ARE REQUESTING.
3. Who will benefit from your Program or Project?
4. Proposed budget for your Program or Project.
5. A statement regarding other Organizations, Groups or individuals who have already given to the Program or Project which is outlined in your cover letter.
6. A brochure or narrative description of your Organization’s or Group’s activities and goals.

Optional application documents:

* 1. Current Organizational or group annual financial statements
	2. News clippings that highlight your program or project
	3. News clippings about your organization or
	4. Thank-you letters from those you have helped (names may be deleted)
	5. Other information which will help the committee better understand the program or project you are requesting our gift to support.

Send all requests to: Finance Committee

 slw@whitsbits.com

or mail to: Finance Committee

Rotary Club of Lebanon, NH

PO Box132

Lebanon, NH 03766

5/18/20