



Rotary Club of Woodstock-Oxford
P.O. Box 20058, Woodstock, Ontario N4S 8X8

Charitable Donations Guidelines Community Grants

The Rotary Club of Woodstock-Oxford has been serving our community since 1981. Over the years we have provided financial grants to many different organizations. Grant requests are invited. They will be assessed against the following criteria:

1. Registered charities and non-profit organizations. Individuals will be considered under exceptional circumstances.
2. Grants should provide a broad community benefit.
3. There should be a specific need or purpose clearly identified.
4. Preference will be given to requests for capital or seed money.
5. Preference will be given to youth, literacy or health focused initiatives.
6. Support will not be given for travel purposes.
7. Grants are normally given for a one year period.

Application should be made using the format outlined above. Grants are awarded four times a year. There are four deadlines each year for grant applications to be received:

January 31st
April 30th
July 31st
October 31st

Decisions on applications will be made approximately 6 weeks after these dates.



Grant Application Instructions

General Information

- if you are part of a larger organization, clearly identify where you fit in the overall organization, ex. Are you a local chapter, department, etc?
- make contact info as specific as possible

Objectives of Your Organization

- what part of the community do you serve?
- give some historical background
- include a concise mission statement

Purpose of Funds

- give a clear and concise statement of the purpose, general goal and specific objectives of the project
- who will benefit from this project?
- how many people will benefit from the project?
- will there be continuing benefit to the community?
- how has the need for your project been determined?
- include a time line for your project

Measuring Success

- what are the desired outcomes from this project?
- what are your plans for future sustainability?

Other Sources of Funding

- how will other money required for this project be raised?
- list other known or potential sources
- give the status of fund raising

Budget

- submit a budget showing major categories such as personnel, equipment, supplies, rent
- what part of the budget is to be funded from this request?
- identify sources for the other parts of the budget

Public Relations and Recognition

- how do you propose to acknowledge our grant?
- will we be identified as a donor at either the site of the project or in your annual report?

Other

- what else should we know about your project?
- is there anything that makes your project special or unique?



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Grant Application

Name of Organization:

Address:

Telephone:

Website:

Email:

Name of CEO:

Name of Board Chair:

Revenue Canada Charitable Business Number:

Amount Requested:

Date Needed:

Briefly describe the objectives of your organization:

Purpose or project for which funds are being requested:

Describe how you will measure success:

Other sources of funding:

Budget for your organization and/or this project:

Public relations and recognition:

Other information you wish to add: