**Application for Club Charity Support**

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COMPLETING THE APPLICATION

**1**.Download the nomination application.

There are six sections to the application:

a. Category for Nomination Application-Cover Sheet

b. The Specific Charity Project Description

c. The Organization/Association

d. Nominating Club Member Information

e. Nomination Summary

f. Disclosure & Signature Page

**2.** Read through the application so that you know what is needed.

**3.** Gather the necessary information needed to complete the application.

**4.** Complete the application.

* + 1. Only requested documents will be considered.
		2. Review and edit the application. Make sure at least two other people review the application. Keep responses focused and succinct.
		3. Make sure the application is **signed!** The individual submitting the application must physically sign the completed application before it is scanned or have access to an official electronic signature program.
		4. Save a copy of the application for your records.
		5. If you would like, but not required and will not appear on the ballot, attach a **one-page only** appendix with a photo or two of your project. Should your charity be selected, these photos will be used by our club in our social media and any appropriate presentations.

**5.** Scan the signed application (Sections A-F) and send to the club’s Philanthropic Chair or equivalent as a **Word document**.

**6.** Submit the application by **XXXX (club’s due date)**. You will receive a confirmation message indicating that the application has been received.

**7.** For further information you may contact the club’s Philanthropic Chair or equivalent at: (appropriate point of contact and email).

**8.** The nominating member shall be the principal communicating liaison with the club’s charity selection process administrator.

**Nomination Information**

Full name of club individual nominating this project:

Telephone:

E-mail:

1. **Category**

**Mark X Next to the Focus Area(s) Which Applies to Your Charity**

It is possible for projects to address more than one focus area. Please mark all that apply, but be prepared to describe exactly how in Section B.

☐ **Education:** For projects promoting literacy, supporting academic studies, building or providing classrooms, libraries or general learning facilities for disadvantaged children or providing training designed to lead to economic and other types of empowerment for women and girls.

☐ **Environment:**For projects promoting the responsible use of the environment to provide for the basic needs of a family or community.

☐ **Health:**For projects providing medical treatment, diagnostic services, preventive care or medical counseling.  This can include but is not limited to cancer, HIV/AIDS, communicable, non-communicable and environmental diseases, substance abuse, live-improving surgeries, mental issues, the critically ill, the disabled, the aged, medical transport, special needs and maternal health for mothers and children.

☐ **Human Rights:**For projects in a Club’s host country or around the world:

* providing vocational training, teaching practical skills, promoting social entrepreneurial initiatives for at-risk/marginalized population groups,
* or addressing the critical problems of violence, food and shelter, healthcare, education, poverty, advocacy, human trafficking, prostitution, refugees, including all those impacted by economic, political or other forced migration,
* or promoting cultural understanding.
1. **The Project**
2. Name of the Project:
3. Describe the Project: 60 – 100 words
4. What is the problem this Project will address?60 – 100 words
5. How many people will receive aid or be directly impacted by receipt of this grant?
6. How will the club’s donation benefit the community? 60 – 100 words
7. In one year, how specifically will you measure the impact of this donation on the project?
8. How specifically will the donated funds be used? Please give a breakdown of the project budget:

Item or activity Amount of Funds

▪ €

▪ €

▪ €

1. Please provide the following information about the person who will be responsible for providing the one- year achievement information to the club.

Name:

Address:

Telephone Number:

Email:

1. **The Organization**

This is the organization responsible for your project and will receive the funds.

Organization physical address:

Date organization Established:

Telephone:

Website:

1. Describe the organization, its purpose or mission and population served: **150-200-word limit**
2. Describe the staffing of the organization. Include information such as size of staff, number of paid staff, number of volunteers, etc. **125-150-word limit**
3. Please list current funding sources and the percentage the organization receives from each source. The total must add up to 100.

Funding Source                                        Percentage of Total

▪ €

▪ €

▪ €

1. Is there a “Parent” or “Umbrella” organization administering the project? (For example, The Salvation Army, UNICEF). If so, please provide the following information:

Name:

Address:

Website:

1. **Applicant’s Individual Relationship with Organization**
2. How did you decide to become involved with this organization? **125-word limit**
3. Involvement with the organization*:* In order to apply for club support, several club members must have been involved with the organization for a minimum of one year. This support, such as direct financial contributions, physical contributions such as clothing/food/book drives, etc., or on the ground volunteer support of a project or program, must be listed in the nomination application.
	1. How long have you given support to the organization? **100-word limit**
	2. In what specific ways have you given support to the organization? **125-word limit**
4. **Project Summary**

Using the information you have already provided above, please write a summary describing the project, the problem our support will address and how the money will be used to accomplish the project’s goal. This summary is what will appear in the ballot and what members will use as a basis for their votes. **125-word limit**

CATEGORY:

PROJECT NAME:

Location:

Nominating individual’s Length of Affiliation:

Parent Organization:

Website:

Summary:

1. **Disclosure and Signature**

**Disclosure**: The applicant member must take full responsibility for the validity of the information contained in this document and to the best of their ability has determined that said project is not for profit, has NO POLITICAL AFFILIATION and is not involved in any illegal, unethical or discriminatory activities

**Name of Nominating Individual:**

**Date of Application:**

Insert signature here or add electronic signature as an attachment.