

**Traverse City Rotary Club
Good Works Fund**

This application packet includes:

- **Guidelines and procedures for funding**
- **Application schedule**
- **Application form**

**If you need further information,
please contact the Good Works Committee chairperson by e-mail.**

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Rotary Club of Traverse City - Good Works Fund

Mission:

The mission of the Good Works Fund is to support projects that address unmet needs in established priority areas within the Rotary Club of Traverse City's service area (primarily Grand Traverse County).

Priority areas for funding:

- Arts and culture
- Basic human needs
- Environment
- Families
- Health and safety
- Recreation
- Seniors
- Youth

Funding is potentially available for:

- Capital expenditures
- Equipment
- One-time special opportunities/events
- Participation fees
- Sponsorships
- Start-ups and new projects

Funding is generally not recommended for:

- Endowments
- Individuals
- Multiple years
- On-going operating expenses
- Religious activities or programs
- Salaries

Guidelines for applicants:

- Applicants are encouraged to have alternative or additional funding sources in place prior to applying.
- Grants do not fund 100% of the project cost.
- Grants will not exceed \$5,000.

- The broader the impact of the project in our service area, the more favorable review it will receive.
- Grants are generally not given for the same project more than once, especially two years in a row.

Procedures for applicants:

- Applicants can contact the T.C. Rotary office or go on-line to www.traversecityrotary.org to obtain a Good Works application.
- Applicants should review the Good Works priorities, guidelines and procedures.
- Applicants should review the Good Works Committee meeting schedule (attached). Any application received after the submission deadline for a particular committee meeting date will be held over until the following committee meeting date.
- Complete the application form and submit it to the T.C. Rotary office.
- Complete all parts of the application form; do not leave anything blank.
- Attachments to the application are not necessary, but if included they should not exceed 2 pages.

After your application has been submitted:

- Two weeks prior to each committee meeting, the chairperson will assign each application to a committee member for further investigation. You will receive a call from a committee member to ask questions about your proposal.
- Your application may be accepted, denied, or tabled for more information. The amount granted may be less than the amount requested.
- The Good Works Committee makes its recommendations to the Rotary Club Board of Directors, and the board makes the final decisions.
- You will be notified by letter of the status of your application following the Board's action.

Follow up:

- The Good Works Committee may issue information to the media about its grant awards.
- A grant recipient may be required to present a report on the progress and outcomes of their project to the Rotary Club membership.

Adopted during 2002-03 funding cycle.
 May be revised at any time by committee action.
 Last updated: April 2007