

**ROTARY CLUB OF BELLINGHAM  
GUIDELINES FOR  
COMMUNITY PROJECTS COMMITTEE**

**PREAMBLE**

The purpose of the Community Projects Committee (“Committee”) for the Rotary Club of Bellingham (“RCOB”) is to recommend to the Board of Directors of the RCOB major projects for RCOB sponsorship. The following guidelines and procedures shall be followed by the Committee:

- 1. Application and Presentations.**
  - a. Application Form.** The application for funds shall be initially made in written form not to exceed five (5) pages 8<sup>1/2</sup> x 11” double spaced. The application must include the following:
    - (i) Full name, address and telephone number of the organization making application.**
    - (ii) The mission statement of the applicant**
    - (iii) The purpose of the request**
    - (iv) A complete explanation of the project with supporting data**
    - (v) The amount of the request**
    - (vi) The name and telephone number of a contact person for the applicant.**
  - b. Application Sponsor.** The application must be dated and signed by a member of the RCOB as the project sponsor. It must also be signed by the authorized agent of the applicant.

- c. **Submission.** The application shall be submitted to the Chair of the Committee. All applications made to the Committee Chair shall be submitted to the Committee for review.

## **2. Presentation of Request.**

The applicant and the sponsor of the project shall be prepared to make an oral presentation to the Committee at the Committee's request for further clarification and explanation of the project.

## **3. Review of Project**

The members of the Committee shall consider the application and presentation, if a presentation is requested by the Committee and shall determine after deliberation and input from the membership of RCOB whether Committee endorses the request. If so, the Committee shall forward its recommendations together with explanation to the Board of Directors of RCOB for their review and final determination. The Board of Directors of RCOB may approve, reject or modify the Committee's endorsement and may seek further input from the entire membership.

If the Committee does not endorse the request, the applicant and its sponsor shall be notified within thirty (30) days of the Committee's determination.

## **4. Committee Guidelines in Reviewing Project Requests.**

The Committee shall adhere to the following guidelines in reviewing project requests.

- a. Applications for projects shall be signed by an authorized agent of the applicant and sponsored by a member of the RCOB.

- b. All projects shall be for organizations which have 501(c) 3 or similar federal tax exempt status, unless otherwise specifically authorized by the Committee.**
  
- c. All projects shall be limited to those located in Whatcom County, Washington with a preference that the project be primarily for the use of those who live in the Bellingham and greater Bellingham area. Projects shall serve the broadest number of people possible.**
  
- d. The Committee may consider projects the fundraising of which may exceed a period of one (1) year.**
  
- e. The Committee in its discretion may consider partnership with other Rotary clubs and other partners or organizations in Whatcom County if the size of the project warrants this, to accomplish the goals of the project.**
  
- f. The Committee shall not consider providing funding for organizations for their operational costs. Project funds shall be primarily for the purposes of construction of buildings, parks, playgrounds and similar building projects. Projects for which the RCOB is a participant shall require public recognition of the RCOB in a form to be determined by the Committee.**
  
- g. Projects shall include the opportunity of members of the RCOB to participate in the construction and fundraising of the project.**

- h. No monetary limit shall be placed on any request made by the Committee.**
  
- i. The Committee shall determine in its sole discretion whether it will recommend a project and the terms of that recommendation.**