



# Rotary Club of Toronto West Inc. Guidelines for proposing a Community Service Project

## Community Service Project Selection Guidelines

- 1) Youth at risk ( vis a vis youth in general)
- 2) Project will be self sustaining within 3 years maximum preferably within 2 years  
That is, the Club will not financially support this specific project after this time (as always there may be special circumstances – major donation divided over a multi year commitment )
- 3) The project is to be within Canada.
- 4) The project should present opportunities for third party alliances and partnerships
- 5) Should have a defined exit strategy (when does the RC stop support)

## Community Service Project Proposal – Key Points to be included

- 1 The proposal will briefly describe the project, (one, two pages maximum) and how specifically does this project or program address the issues of youth at risk
- 2 Breakdown of how the funding will be spent ( Rotary favours projects that do not include administration fees and salaries),
- 3 Timelines, (start, middle and end )
- 4 What will the project achieve? How will you know that the project is completed?
- 5 What is the measure of success?
- 6 Who will sustain the project?
- 7 Who are the partners in the project ( schools, industry, service groups etc.)?
- 8 Who else is funding the project?
- 9 Who are the principals and contacts?
- 10 Funding requested – how much?

If the proposed project qualifies, please complete the following questionnaire and return to Christopher Ostrovski, Community Service Committee, [ostrotpi@sympatico.ca](mailto:ostrotpi@sympatico.ca), Tel. 416 626 1835



**ROTARY CLUB OF TORONTO WEST INC.  
COMMUNITY SERVICE PROJECT  
PROPOSAL QUESTIONNAIRE**

**PLEASE COMPLETE THE FOLLOWING**

**Application Date:**

**Project Deadline:**

**Charity Organization #:**

**Name of Project:**

**Name of Charity:**

**Address:**

**E-mail:**

**Phone:**

**Fax:**

**Name of Contact Person:**

**Phone/Fax/ e-mail:**

**THE PROPOSAL:**

**Briefly describe the project, (one, two pages maximum) and how specifically does this project or program address the issues of youth at risk**

**Timelines, (start, middle and end )**

**How much money are you requesting:**

**Describe how the funds will be used (Rotary favours projects that do not include administration fees and salaries ):**

**Who will be served by this request?**

**What will the project achieve?**

**How will you know that the project is completed?**

**What is the measure of success?**

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**ROTARY CLUB OF TORONTO WEST INC.  
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**Who are the partners in the project ( schools, industry, service groups etc.)?**

**Who else is funding the project?**

**Are you funded by Tax dollars or the United Way?**

**Does your service compete with private enterprise or any other community services?**

**Is there any other way the Rotary Club of Toronto West can be involved with/interact/learn about your project/organization beyond the distribution of funds? (I.e. volunteers for project, speaker for Rotary meeting):**

**Is there any way you can assist Rotary in letting the community know of your assistance and thus the work of Rotary?**

**Is there a name of a Rotarian supporting this request?**

**Cheque made payable to:**

**Guidelines for Application**

Applications should include a letter of request and support materials, including a budget of the project and financial statements of the organization

To be considered, the applicant and project must be located in Canada .

Rotary cannot fund ongoing activities, which would fail without our support

We do not usually make multi-year commitments, we prefer fixed term projects or equipment

It is expected that recognition of Rotary's assistance will be attached to the item or the program, which Rotary supports

Funds must be used for the purpose described in the application unless a change is authorized by Rotary

The Rotary Club of Toronto West supports

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