



The Rotary Club of Cumberland Allocation Process Guidelines

1. Requests for financial support from all local non-profit and/or charitable organizations shall be considered annually by the Club's Allocations Review Committee.
2. All requests for funding must be made on the Club's official Allocation Request Forms (Incomplete or late applications will not be considered).
3. Requests for funding may be made for any legitimate program, project or activity. However, special consideration shall be given to programs, projects or activities in the local community that support Club, District 7360, or Rotary International priorities.
4. The maximum allocation that any organization may receive in a yearly grant cycle shall be capped at \$1,000. Any financial award made to an organization shall not be construed as a guarantee of funding in subsequent years.
5. Allocation Request Forms shall be made available to the public.
6. All requests for funding must be completed and submitted to the Chair of the Allocations Review Committee by (or postmarked by) **the June 30th** deadline.
7. All applicants will be notified of the Club's funding decisions in July.
8. Applicants who receive funding from the Rotary Club of Cumberland will be invited to attend a weekly lunch meeting, where they will receive their allocation check and be asked to make some brief remarks about how they plan to use the money.
9. A final report, consisting of a brief summary of how the Rotary funds were spent, must be submitted by each grant recipient in order to be eligible for funding consideration in subsequent years.
10. Requests for Emergency Funding shall be handled separately from the process detailed above. All requests for Emergency Funding should be directed to the President of the Rotary Club or the Chair of the Allocations Review Committee. Money for Emergency Funding requests shall be identified separately from the funds made available for the annual allocation process.