

World Community Service

Instructions for Funding Request for International Project

We ask that requests for project funding be submitted in a format that facilitates systematic assessment by our WCS committee. Please forward a document that includes the **SECTIONS** listed below be used as a guide to insure that the criteria used to score applications are all addressed. If a given section does not apply or cannot be done (for example, application for matching funds), we ask that an explanation be provided.

Ideally, you will have already identified someone in our club who will "champion" (submit, monitor and report on) your project. If you have not, and require help in finding a club champion in the RCC, please contact _____.

Your proposal should include the following sections:

1. **Project General Information to include:**
 - Project name
 - Project Country
 - Lead Champion
 - Supporting Champions
 - Affiliation (Rotary Club, NGO, Organization)
2. **Project Description** (details, location, likely end date, amount requested, the beneficiaries. Is it aligned with the priorities of the RCC and RI? Was there a needs assessment? Who, how many, how will they benefit? Will all or almost all of the funds will be directed to vulnerable people in underdeveloped countries in an appropriate manner?)
3. **Leveraging of Funds** (other Rotary clubs, TRF, DDF, TRFC/GoC, CIP, other partners or Rotary clubs, private donations or other sources)
4. Will more funds be required?
5. **Sustainability** of the Project (RI Six Steps to Sustainability).
6. **Risks** to the Project (political, performance, environmental, economic, social, traditions and culture of the country)
7. **Experience** of the Rotary project leader(s), and host country implementer's credibility, reliability and capacity to execute. Identify the host Rotary Club and describe their experience doing projects with international funding. Will there be an MOU?
8. How will the **recipients** of the project be involved (How will it be implemented?)
9. How will Rotary, or your, or our club be **recognized**?

10. **Project Expansion Potential** (If there is plan for expansion, is it multi-year to build expertise, focus, and public awareness?)
11. **Detailed operating budget** with timelines and a process to track costs, activities, objectives and outcomes versus a baseline.
12. An **Executive Summary** - maximum of one page, preferably less.

Requests for funding or enquiries should be submitted to:

Barbara Young, barbary1@telus.net

and

Tom Loucks, <mailto:thloucks@telusplanet.net>