

# ROTARY CLUB OF PORTSMOUTH, NH

## GUIDELINES FOR FUNDING REQUESTS:

The following guidelines will assist you in applying with The Rotary Club of Portsmouth for funding for either an individual or an organization. The Charitable Division of the Rotary Club of Portsmouth is an IRS-recognized 501 (c) (3) charity. We raise funds, and then distribute them in the form of scholarships and specific grants to non-profit agencies, primarily in the Seacoast area of New Hampshire.

The Rotary Club of Portsmouth has several avenues of Service where your request may be best submitted:

- **Basic Needs Fund:**
  - Purpose: The Basic Needs Fund supports food, shelter, health and clothing needs in the Seacoast community. We will do this by fundraising and allocation of funds to community organizations that address these needs and direct service of Rotarians in support of those needs.
  - Requirements: The funds requested will have to contribute to the basic needs outlined in the Basic Needs Fund purpose: food, shelter, health or clothing needs.
- **William Cash Fund:**
  - Purpose: The William Cash Fund supports activities that increase the capacity of nonprofit organizations to strengthen their services in the seacoast region. Periodic quarterly grant updates will be provided by the sponsoring Rotarian to the Rotary Club of Portsmouth.
  - Requirements: Applications must be submitted by a sponsoring Rotarian and require Rotarian involvement in the project.
- **Jeremy Alex Fund:**
  - Purpose: The Jeremy Alex Fund to honor the legacy of Jeremy Alex, the son of a Rotary member whose life was tragically lost in 2004 after a struggle with substance abuse. The fund's mission is to build awareness of the drug epidemic and bring drug prevention into the schools in a fun and positive manner that will help kids make better decisions. The fund focuses (but is not limited to) four things Jeremy loved: music, chess, snowboarding and gardening.
  - Requirements: The funds requested will have to be used to support child related programs in the Seacoast community.
- **General Request:**
  - If your request does not fit into one of the above categories or you are unsure of the right fit for your request, please select General Request.

## APPLICATION FOR FUNDING:

William Cash Fund    Basic Needs Fund    Jeremy Alex Fund    General Request

1. Date of Request:
2. Name of Individual Requesting Funds:
3. Address:
4. Email:
5. Phone:
6. Is your organization recognized tax exempt by the IRS under IRC 501(c)(3)? This is required.

7. Reason for requesting funds. Please consider the following:
  - a. What is the purpose for which the funding is being requested?
  - b. What is the timeline or goal for this project?
  - c. If the activity/project is on-going, will it be sustainable?
  - d. How will the activity/project positively impact the individual and/or our local or global community?
  
8. Amount Requested. Please consider the following:
  - a. What is the total cost of the activity/project?
  - b. What would be the impact on the activity/project if The Rotary Club of Portsmouth was not able to provide funding?
  - c. Please list additional funding sources.
  
9. Date funds are needed by:
  
10. Is this project sponsored or supported by a Rotarian of The Rotary Club of Portsmouth? (Required for William Cash Committee). If yes, how will the project be directed by the sponsoring Rotarian?
  
11. Have you or your organization requested funds from The Rotary Club in Portsmouth in the past? If so, could you share details?
  
12. Marketing/Press Release: Would you be willing to share details and/or photos if applicable related to your request for The Rotary Club of Portsmouth to share on social media and other marketing platforms?
  
13. Any Additional Comments:

**Important Notes:** Requests are subject to the review of Portsmouth Rotary, which may result in a visit and/or telephone or virtual meeting with you for verification and to seek additional information if necessary. Grants awarded exceeding \$1,500 require follow-up by a member and documentation as to the actual use and/or application of funds.

**Submission:** Please email completed requests to: [portsmouthrotarynh@gmail.com](mailto:portsmouthrotarynh@gmail.com)

**Next Steps:** Providing this information up front will expedite the distribution of funds if/when they are approved.

1. Name/Entity to make check payable to:
2. Address to send check:
3. Point of contact for follow up (name, email & phone):

**THANK YOU** for reaching out to the Rotary Club of Portsmouth. If you or someone you know is interested in learning more about the club, or becoming a member, please email [portsmouthrotarynh@gmail.com](mailto:portsmouthrotarynh@gmail.com).