



**THE ROTARY CLUB OF TUCSON
CENTENNIAL PROJECT REQUEST FOR PROPOSAL APPLICATION**

BACKGROUND

The Rotary Club of Tucson (RCOT) is approaching its 100th year of Service Above Self as an active member of the Tucson community in 2021. Our Club, the oldest Rotary in Tucson with more than 240 active members, represents a wide swath of our business community; has devoted countless leadership and volunteer hours to community service during these decades; and has donated close to \$5,000,000 to Southern Arizona nonprofits and, since the creation of the Tucson Classics Car Show, more than \$2,000,000 in the last ten years alone.

As part of our Centennial Celebration, RCOT is creating a major fundraising event in conjunction with our 15th annual Tucson Classics Car Show in 2021. RCOT will raise a minimum of \$250,000 for one project as our sole beneficiary. Although we will consider all projects, we lean towards bricks-and-mortar projects that will bring lasting visibility to the Rotary Club of Tucson.

Interested 501(c) (3) nonprofit organizations are asked to present us with details for one significant project for funding that will have a major impact on meeting an important community need. Our goal is an enduring project that will not require ongoing RCOT support, but will serve as a legacy for our Club marking our Centenary.

Below is the formal Request For Proposal. RCOT is looking for visionary projects that reflect the dreams of your organization on behalf of our community. We encourage partnerships among nonprofits. We are open to all possibilities, whether bricks-and-mortar, program expansions, new programs, or anything else that you think will make a difference in our community.

Please dream with us so - together – we can create an enduring legacy for our Tucson community.

THE ROTARY FOUR-WAY TEST

Of the things we think, say or do:

- Is it the **TRUTH**?
- Is it **FAIR** to all concerned?
- Will it build **GOODWILL** and **BETTER FRIENDSHIPS**?
- Will it be **BENEFICIAL** to all concerned?

With the Four-Way Test as our guide, the RCOT is an indispensable resource for our community and provides our members a remarkable return on their investment of skills, time, and resources.

WHAT IS ROTARY?

Rotary International is a global network of 1.2 million neighbors, friends, leaders, and problem solvers who see a world where people unite and take action to create lasting change across the globe, in our communities, and in each of us.

FUNDING

The Rotary Club of Tucson guarantees that, between the net proceeds of the 2021 Tucson Classics Car Show and those of a special event that will take place to celebrate the Centennial of the establishment of the RCOT, the minimum amount available through these two activities will be \$250,000.

Should the net proceeds exceed \$250,000, the total amount will be applied to the successful applicant's project up to the amount of the proposed project. If said amount raised by the RCOT exceeds the amount of the proposed project, the RCOT will decide how those funds will be disbursed through another process.

A contract between the RCOT and the successful applicant will be entered into describing the project; various progress points and the distribution of funding from the RCOT; and any matching funds the applicant may have secured

The successful applicant should expect the RCOT funding to be provided by year-end 2021.

FUNDING CRITERIA

Programs must be administered by organizations that have a 501(c)(3) tax-exempt status by Internal Revenue Service.

- Only one application will be accepted per organization.
- Organization must have been operating for a minimum of three years.
- Your organization, and the specific program being requested for Centennial Project funding, must be locally administered (Tucson/Pima County) and must have clearly stated and measurable local outcomes.
- The mission of the organization and the specific programs must be clearly stated.
- Your organization should address any plans it may have to leverage the RCOT Centennial Project funding by obtaining matching funds from others.
- Your organization should address how it plans to help us help you by having your board, staff, and volunteers actively selling RCOT Classics Car Show tickets and providing volunteers to assist on the day of the show, which is tentatively scheduled on Saturday, October 15, 2021, subject to final confirmation.

- The award winners agree to provide a 2022 year-end written report and, if requested, make a presentation to the RCOT Selection Committee providing information on the impact of the RCOT grant during both 2021 and 2022.
- A contract between the Rotary Club of Tucson Foundation (RCOTF) and the successful responder will be entered into describing the project, various progress points, and the distribution of funding from the RCOTF.

NOT ELIGIBLE FOR FUNDING

The following are not eligible for funding:

- Requests for individuals or groups to attend events, such as competitions, conferences, or study abroad.
- Support for other non-profit fundraisers such as raffles, tickets, or sponsorships.
- Grants to individuals or political organizations.
- Scholarship requests.
- Requests that require long-term funding support.

APPLICATIONS FOR GRANT FUNDING - PROPOSALS

Applications are **due by December 31, 2018** and must be submitted, via email, as a PDF document in 12-point font. Please e-mail your completed RCOT Grant Funding Proposal to: The Rotary Club of Tucson, Centennial Selections Committee Chair at CSCChair1@gmail.com.

The RCOT Centennial Selection Committee will hold a **pre-grant funding conference** to answer questions from interested parties on **October 9, 2018** from 9:00AM to 10:30AM at the Doubletree Hotel in the Palo Verde Room located at 445 S. Alvernon Way, Tucson, Arizona. **No questions will be entertained after this conference. Please RVSP your intention to attend to CSCChair1@gmail.com.**

Proposals will be evaluated based upon the material submitted using the following evaluation criteria to arrive at the selection of three finalists to be presented to the RCOT and RCOTF Boards:

1. Actual evidence that the Project addresses a community need that will garner wide community support **Up to 25%**
2. The viability of the Project in terms of the agency's financial and administrative capacity to initiate and complete the project on time and within budget. **Up to 25%**
3. The level of support from the organization for the Rotary Event, including marketing/fundraising efforts and attracting other partners and donors. **Up to 25%**
4. The "Legacy" visibility Rotary receives from the Project on a long term basis. **Up to 25%**

The RCOT Centennial Selection Committee will present three finalists to the RCOT Board and the RCOT Foundation Board for consideration during their February meetings. The three finalists will be notified on or before March 1, 2019 that they have been selected. The three finalists will make a 10 minute presentation to the RCOT members on March 20, 2019. The winner will be notified on or before March 29, 2019.

GENERAL SUGGESTIONS FOR YOUR GRANT APPLICATION

- Be concise in your application.
- Be local in management and impact.
- Show measurable impact of what RCOT Centennial Project funding would do for your organization and its mission.
- Remember that the grant winners are expected to help with selling tickets to and/or volunteering at the 2021 RCOT Tucson Classics Car Show and the RCOT Centennial Event.
- To learn more about the Rotary Club of Tucson, please visit our website is www.TucsonRotary.org

YOUR GRANT APPLICATION SHOULD INCLUDE

SECTION A – ORGANIZATION DEMOGRAPHICS

1. Organization name.
2. Contact person.
3. Work phone.
4. Cell phone.
5. Mailing address.
6. Physical address (if different than mailing address).
7. Website.
8. Tax ID # and tax exempt status.
9. Previous year's organization IRS form 990 – include as a PDF attachment.

SECTION B – ORGANIZATION PROFILE

1. Organization mission statement.
2. Description of your organization and its history.
3. List of key staff members and their titles.
4. List of your organization's board members and their roles.
5. Financial information on your recently completed fiscal year.
 - Annual budget
 - Annual report

SECTION C – RELATIONSHIP WITH ROTARY CLUB OF TUCSON

1. Advise of any current board members or staff currently involved in the RCOT and in what capacity.
2. Advise of any past funding your organization has received from the RCOT including the dates, purpose and amounts.
3. Define how your organization will support RCOT's fundraising efforts (by selling car show tickets, serving on a committee, assisting with duties the day of, etc.).

SECTION D – RCOT CENTENNIAL PROJECT FUNDING REQUEST

1. Describe in detail the ways your RCOT Centennial Project will leave an enduring and lasting legacy for the RCOT.
2. Define your RCOT Centennial Project funding request and describe how it, along with any matching dollars from other organizations/individuals, will benefit the following:
 - The Tucson community
 - Your Organization
 - The RCOT
3. Define how you will measure the success of your project.
4. Outline the measurable objectives and goals for your project.
5. Describe the impact of this project.
6. Provide a detailed overview of your RCOT Centennial Project including, at a minimum, total cost of the Project and how the funds will be used, i.e., planning, construction equipment, operations, etc.
7. Describe how additional funds for your Project will be secured and within what time frame.
8. Provide evidence that your organization has the capability of completing this RCOT Centennial Project on time and on budget.
9. If this RCOT Centennial Project requires ongoing financial commitments, address how this will occur.

SECTION E – RCOT MATCHING GRANT FUNDS

The RCOT Evaluation Committee will look favorably on grant submissions that include a matching dollar component being provided by others.

If you have a matching grant from an organization or individual for your grant submission, describe the matching component and what their relationship is with your organization.

Any matching funds being provided by others shall be funded by the matching entity to the successful applicant by year-end 2021.

SECTION F – ADDITIONAL INFORMATION

Provide any additional information (limited to one page) that you feel might be relevant to your grant application.