**Madison West Towne-Middleton Rotary Foundation**

**Unanticipated Funding Requests - Worksheet**

***This Form Is To Filled Out By the Chair and Co-Chair of the Avenue Of Service***

***That This Funding Request Falls Under***

***Date:***

This worksheet should be used when the Madison West Towne-Middleton Rotary Foundation receives funding requests that were not included in the final Foundation Budget approved by the Board of Directors (Board) for the current fiscal year. This worksheet can only be used for one time requests to be paid out in the current fiscal year. Please attach all pertinent materials that should be reviewed by the Board.

Net Funds available in the Unanticipated Requests Fund for Fiscal Year - : $

**Organization or Person(s) making the request:**

**Brief description of the request:**

**Amount of the request: $ Date the request was received:**

**Avenue of Service this request falls under:**  **\***

\*Community Service, International Service, or Vocational Service

**Has the organization or person(s) making this request obtained funding from our Foundation before? If so, please provide details?**

**How does this request advance the overall goals of the Madison West Towne-Middleton Rotary Foundation?**

**\*\*\*\*\* This request meets**   **of the 5 criteria listed on page 2. \*\*\*\*\***

The Chair and Co-Chair of the Avenue of Service recommend that the organization or person(s) identified above receive funding in the amount of $ (please note that the recommended amount of funding can be for an amount that is equal to or less than the amount of funding that has been requested). We respectfully request the Club President present this funding request to the Board of Directors at their meeting scheduled for . *Note: The Club President and members of the Board must be given sufficient time to review this worksheet prior to the next scheduled Board meeting.*

Chair of \*

Co-Chair of \*

\*The Chair and Co-Chari of this avenue of service are required to enter their names here. .

**Criteria To Be Considered When Evaluating This Request (a YES answer means that the criteria has been met).**

1. Does this request fit within the Avenue of Service? YES NO
2. Is there an urgency to this request that precludes delaying the funding of this

 request until the next fiscal year? YES NO

1. Does this request advance the overall goals of the Madison West Towne-

Middleton Rotary Foundation? YES NO   \_

1. Does this request pass the “General Sniff Test” (the project being funded is

non-political, non-controversial, the person(s) or organization making the

request is a reputable / legitimate non-profit that is in good standing,

the proposed project does not unreasonably compete with any of our

Foundations existing projects, etc.)? YES NO

1. Are there sufficient funds available in the Unanticipated Requests Fund

to cover the level of funding that the Chari and Co-Chair are recommending

to the Board of Directors? YES NO

**At least 4 of the 5 criteria listed above must be met in order for the Board to approve this funding request.**

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**The Club President has reviewed this Unanticipated Funding Request Worksheet and**

**\_\_ Concurs**

**\_\_ Does Not Concur**

**with the recommendations of the Chair and Co-Chair of the Avenue of Service.**

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Important Information

This worksheet is to be filled out by the Chair and Co-Chair of the avenue of service that this funding request falls under. Once this worksheet has been filled out, it is to be submitted to the President and Secretary of the Madison West Towne-Middleton Rotary Club. Note**: The worksheet is to be submitted to the President and Secretary no less than 15 days prior to the date of the Board meeting that this request will be presented.**

**Approved By Board of Directors: 8-18-15**