



Rotary Club of Columbia Northwest Foundation

PO Box 189 Columbia, MO 65205

The Foundation was established to provide support to worthwhile causes and institutions. It is the purpose of this foundation to consider a broad nature of causes that enhance the community, primarily Boone County, or provide opportunities that otherwise would not be available. Allocations will be made in compliance with the Foundation's standings as a tax-exempt organization, as described in Section 501(c)(3) of the Internal Revenue Code.

Allocation requests are reviewed on a semi-annual basis. The request should be submitted in writing to the above address with a postmark no later than the deadline dates shown below.

Deadline for Request

March 15

September 15

Allocation(s) Made No Later Than

June 30

December 31

Allocation Requests should contain the following information:

- A. The applying organization's or individual's legal name, mailing address, principal agent's name, history, and type of organizational entity
- B. Statement on services and objectives of the organization
- C. List of key personnel and board of director names
- D. Copy of the IRS Tax Exemption letter for the organization, if applicable, accompanied by any conditional provisions that apply.
- E. Specific description of the project(s) or service(s) and the dollar amount(s) of the request
- F. Description of the anticipated benefits of the project or service
- G. Audited financial statements including source of revenue in detail and a copy of the latest tax return. If audited statements are not available, an acceptable substitution is required.
- H. Statement showing why regular revenues will not cover the anticipated project or service cost and why the Columbia Northwest Rotary Foundation should make a contribution.
- I. A certification by the organization's secretary or other appropriate officer stating that the application has been approved by their governing board or other body.

The Allocations Committee reserves the right to request any additional information it deems necessary. Written acknowledgement will be provided on the resulting action taken on your request.

Direct questions to Shara Runyan at the above address or at (573) 443-8669 or (573) 499-2863.