



**Rotary Club of Bay City
P.O. Box 42
Bay City, Michigan 48707**

It is our pleasure to announce the Rotary Club of Bay City is seeking project proposals for funding consideration over a five-year period, beginning January 1, 2009, with a maximum of \$250,000 over that period. Organizations and governmental agencies in Bay County may apply for projects which meet the Rotary Club's focus:

Promoting Economic Development while Enhancing our Quality of Life

The Rotary Club is seeking a community partner that will use the Club's financial support to leverage additional investment; design, build and maintain the selected project; and assume long-term responsibility for the project's viability at the end of the five-year funding cycle.

Attached you will find 1) guidelines that roughly describe the roles of our Rotary Club and the selected organization, 2) key dates in the process that lead to a deadline of January 13, 2009 for selection of a project, and 3) a brief data sheet for information about your organization or agency.

This is the third such effort by the Rotary Club of Bay City. Ten years ago, members of the Club agreed to expand its philanthropic activities. Following the theme, "Youth and Literacy," the Club dedicated its fundraising efforts to support the addition of a Young Adult Librarian to the staff of the Bay County Library System. It was our honor to introduce Linda Smith to the young people of our community, to provide financial support for her efforts, and to instill in more Bay County youth the joy of reading.

The second five-year funding cycle involved two projects [focused on "Parks & Beautification."](#) The Rotary Club sponsored the design and building of three historical micro-parks in downtown Bay City. The second phase of this cycle provided support to the landscaping at the renovated Pere Marquette Depot in downtown Bay City.

If you are interested in submitting a proposal for consideration, we would appreciate receiving the completed data sheet, a one-page description of your proposal, and a list of the members of your organization's governing board by August 15, 2008. Your proposal should be mailed to the Rotary Club of Bay City, ATTN: Major Projects Committee, P.O. Box 42, Bay City, MI 48707. If you have questions, you may call Shirley Roberts at 893-1222 or Gena Gates at 892-1541.

Sincerely,

Gena J. Gates, Co-chair
Major Project Committee

Guidelines for Rotary's 2008 Major Project proposals

1. Our funding focus is economic development that enhances the quality of life in Bay County.
2. The Rotary Club of Bay City may select one large project or multiple smaller projects for the five-year funding cycle.
3. The Rotary Club of Bay City will commit between \$50,000 and \$250,000 over a five-year period toward the completion of the project(s).
4. The Rotary Club of Bay City must receive recognition in some manner for its support of the project.
5. The project(s) must not be inconsistent with the master plans of Bay City and Bay County.
6. The organization that is awarded this grant must commit to the ongoing maintenance of the project, if any.

Procedures for Selecting Rotary's 2008 Major Project

1. Interested organizations are asked to submit a one-page summary of its proposal, including rough cost estimates, by August 15, 2008.
2. The Major Project Committee will evaluate all proposals in light of the Club's objectives and the master plans of Bay City and Bay County.
3. The Committee will select 3-5 proposals as finalists by October 1, 2008.
4. Finalists will be asked to submit detailed proposals, including project budget, drawings, and maintenance plan by November 15, 2008.
5. All members of the Rotary Club of Bay City will have input in deciding upon the final selection, which will be submitted to the Club's board for approval on January 13, 2009.
6. Funds will be made available for the selected project based on a timetable for project completion and for Rotary fundraising, to be agreed upon between the Rotary Club and the selected project's sponsoring organization.

**Rotary Club of Bay City
2008 Major Project Application**

Organizations applying for funding must be either non-profit corporations under Section 501(c)(3) of the Internal Revenue Code or units of government in Bay City or Bay County. Applicants must serve a constituency that is primarily in Bay County. Applicants must demonstrate that the funds sought will be used in the manner intended by the Rotary Club of Bay City.

Please complete the following information, attach your proposal and a list of the members of your governing board. Mail your proposal to Rotary Club of Bay City, Major Project Committee, P.O. Box 42, Bay City, MI 48707 or email to GatesG@redcross-esc.org.

Legal Name of Organization: _____

Federal Tax ID#: _____ Year Founded: _____ Current Operating Budget: _____

Executive Director's Name: _____

Contact Person (if different): _____

Address: _____

City/State/Zip: _____

Geographic Area Served: _____

Please list any previous support that your organization has received from the Rotary Club of Bay City in the past five years:

Project Description: _____

Date of Support: _____ Amount: _____

Please attached a one-page summary of your proposed project, including the following information, as well as a separate list of your governing board members and their professional affiliations:

- a) A description of the project that you propose for funding;
- b) The estimated time required to complete the project;
- c) The estimated cost of the project;
- d) The manner in which Rotary will be recognized for its contribution;
- e) The source of funds for ongoing maintenance or operations at the end of Rotary's involvement, and
- f) Other funding sources that have committed support or that will be approached for support of this project.

Signature of Applicant

Date

Printed Name of Applicant

Title