

THE 2010 GREAT ROTARY DUCK RACE

United Rotary of Eugene-Springfield-Cottage Grove

2010 Guidelines & Application Instructions

GENERAL INFORMATION

The 2010 Great Rotary Duck Race will be held on **October 9, 2010***. The United Rotary Clubs hope to provide approximately **\$225,000**** to be distributed to projects that will have a substantial impact on this community's **child abuse** problems. Requests for proposals will be accepted from agencies that meet the following guidelines:

Non-profit 501(C)(3) qualified agencies which provide services to residents throughout Lane County for the prevention and/or intervention and/or treatment of child abuse without discrimination on any basis including race, color, national origin, religion, sex, family status or disability.

Agencies that received funding from both the 2008 and 2009 Duck Race are not eligible for funding from the 2010 Duck Race.

The United Rotary Clubs seek proposals from organizations that have a proven track record in this service area. Criteria used in making a final selection of the proposals submitted will include, but are not limited to 1) the extent of direct impact on child abuse; and 2) the impact the proposed program will have on the three major avenues of assistance to abused children: prevention, intervention or treatment.

HOW TO APPLY

Submit a proposal. Proposals are due on January 29, 2010 and should include the following components:

Proposal Checklist:

- Cover Sheet
- Proposal Narrative
- Sources and Allocation of Funds Attachment
- A copy of 501(C) (3) letter
- Copies of the two most recent, audited or reviewed financial statements
- List of current Board of Directors
- The resumes of the project coordinator and staff in key project roles
- A brochure or description of the agency's services

Eleven (11) copies of the proposal packet must be received at the offices of Lane Transit District, Attn. Mark Johnson, 3500 east 17th, Eugene Or, 97401 or PACIFIC BENEFIT Consultants, Inc. Insurance & Financial Services, Attn. Joseph May, 450 Country Club Road, Suite 330 Eugene, Oregon 97401, or Infinity Lending Solutions Attn. Steve Ferry, 65 Irving Road Eugene, OR 97404 by **5:00 p.m. on January 29, 2010. Application questions should be directed to Mark Johnson at 541-501-9385, or e-mail mark.johnson@ltd.org .**

Early proposals will be accepted and are encouraged.

* Date of Duck Race is subject to change

** \$225,000 is the estimated amount of funds available for Rotary Duck Race Recipients – Actual amounts may vary depending on Duck Race Sales.

IMPORTANT DATES

Application information will be available through the Rotary Duck Race website www.rotaryduckrace.com as of January 1, 2010. Proposals are due by 5:00 p.m. on January 29, 2010. **Late proposals will not be accepted.**

Request for Proposal packets available:	01/01/2010
Completed proposals due (11 copies):	01/29/2010
Round one finalists selected:	02/19/2010
Selection Committee meets with agencies:	02/20/2010 - 03/05/2010
Agency selections announced:	03/10/2010

ROTARY EXPECTATIONS CONCERNING RESPONSIBILITIES OF ORGANIZATIONS SELECTED FOR FUNDING

1. Actively participate in promotional activities related to the Duck Race.
2. Appoint a representative to serve on the Duck Race Steering Committee and attend all Steering Committee meetings.
3. Actively participate in ticket sales, independently and at sales opportunities with the Eugene/Springfield/Cottage Grove Rotary Clubs.
4. Provide a twenty (20) minute program to each of the Eugene/Springfield/Cottage Grove Rotary Clubs related to the project approved for funding.
5. Provide the United Rotary Clubs of Eugene/Springfield/Cottage Grove with quarterly progress reports beginning three months after funding. Reports shall be submitted to: United Rotary Clubs of Eugene/Springfield, P.O. Box 23023, Eugene, Oregon 97402.
6. Within sixty (60) days after the project ends, agencies will submit a final report to the United Rotary Clubs of Eugene/Springfield/Cottage Grove outlining specific progress and results achieved towards the objectives stated in the proposal.

INSTRUCTIONS FOR COMPLETION OF THE SOURCES AND USES OF FUNDS ATTACHMENT

1. *Sources of Funds for the Proposed Project* include all money raised or expected to be raised for the purpose of funding the entire proposed project over the proposed period of time regardless of the source.
2. *Committed Funding from requesting Agency* includes all funding which has been committed or received and can be counted upon to fund the proposed project regardless of the source. Do not include unpaid pledges.
3. *Grants and Other Funding in Process* includes unpaid pledges for the proposed project and any other grants in other forms of funding in which the agency has submitted proposals or applications for funding.
4. *Other* includes any other source of funds which does not fit in the above categories. Please be descriptive in the space provided.
5. *Requests for Funds from the Rotary Duck Race* is the amount requested from the Rotary Duck Race.
6. *Allocation of Funds for the Proposed Project* includes all money allocated for any expenses related to the successful completion of the proposed project over the proposed time frame.
7. *Real Estate Acquisition or Improvement* includes all money allocated for the purchase, renovation, remodel or any other expenditure for real estate.
8. *Vehicle Purchase* includes any money allocated for the purchase or repair (not ordinary maintenance) of one or more vehicles.
9. *Staff Expenses* includes any money allocated for staff salaries, benefits or other expenditure for staff for the proposed project. This includes training; any travel or expenditures associated only with attending proposed project related conferences or other proposed project related events.
10. *Proposed Project & Start Up Costs* includes any money allocated for the development and start-up expenses of a proposed project which is not now in existence. Do not include direct benefits to clients of the proposed project and any staff expenses.
11. *Proposed Project Costs* includes any money allocated for administrative expenses. Omit any development or start-up costs and any staff expense.
12. *Benefit Costs* includes all money allocated for direct benefits to clients related to the proposed project. Omit staff expenses, administrative expenses and any development or start-up expenses.
13. *Other* includes any allocation of funds which do not fit the above categories or requires a better explanation. Please be as descriptive as possible in the space provided.

REMEMBER: The Total Proposed Project Funding must include all costs of your proposed project. The Sources and Allocations of Funds must balance.