

THE 2012 GREAT ROTARY DUCK RACE

United Rotary of Eugene-Springfield-Cottage Grove

2012 Guidelines & Application Instructions

GENERAL INFORMATION

The 2012 Great Rotary Duck Race will be held on **October 6, 2012***. The United Rotary Clubs hope to provide approximately **\$250,000**** 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 2010 and 2011 Duck Race are not eligible for funding from the 2012 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 February 3, 2012 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

Thirteen (13) copies of the proposal packet must be received at the office of Umpqua Bank, Attention: Bill Reinhard, 675 Oak Street, Suite 310, Eugene, OR. 97401 by 5:00 p.m. on February 3, 2012. Application questions should be directed to Bill Reinhard at 541.434.2898, or e-mail billreinhard@umpquabank.com.

Early proposals will be accepted and are encouraged.

* Date of Duck Race is subject to change

** \$250,000 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 Great Rotary Duck Race website www.rotaryduckrace.com as of January 3, 2012. Proposals are due by 5:00 p.m. on February 3, 2012.

Late proposals will not be accepted.

Request for Proposal packets available:	01/03/2012
Completed proposals due (13 copies):	02/03/2012
Round one finalists selected:	02/24/2012
Selection Committee meets with agencies:	03/01/2012 - 03/16/2012
Agency selections announced:	03/30/2012

ROTARY EXPECTATIONS CONCERNING RESPONSIBILITIES OF ORGANIZATIONS SELECTED FOR FUNDING

1. Actively participate in promotional activities related to the Great Rotary 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 Rotary Clubs involved in United Rotary Clubs of South Lane County.
4. Provide a twenty (20) minute program related to the project approved for funding to each of Rotary Club involved in the United Rotary Clubs of South Lane County.
5. Provide the United Rotary Clubs of South Lane County with quarterly progress reports beginning three months after funding. Reports shall be submitted to: United Rotary Clubs of South Lane County, PO Box 42279, Eugene, OR 97404.
6. Within sixty (60) days after the project ends, agencies will submit a final report to the United Rotary Clubs of South Lane County 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.