**Rotary Club of Greater Bend**

**2023 Great Drake Park Duck Race Application**

The Great Drake Park Duck Race is supported by local Rotary Clubs to raise money for local nonprofits.

For the 2023 Great Drake Park Duck Race, applications must be received by April 15, 2023. The selected nonprofit will be announced shortly after the deadline. Selected nonprofit is expected to sell at least 500 Duck Race tickets, promote RCGB and the Duck Race on your channels to your audience, attend kick off events and promotional opportunities, check presentations, etc.

Selected nonprofit will also be required to attend a club meeting for a check presentation and to briefly share how the funds will benefit your organization. The club meets on Tuesdays at noon at Currents.

**Donation Guidelines**Primary interests for giving\*:
• Programs that help at-risk youth to become competent contributing members of society
• Community service organizations that provide direct support to individuals/families in need (infants, children, people with disabilities, low-income, senior citizens)
• Programs that support veterans
\*Requests outside these areas will be considered when they meet needs within our community

**General Requirements\*:**• Established, non-profit IRS tax-exempt status
• Programs/projects or capital improvements and investments with a specific purpose and articulated outcomes
• Programs/projects with a positive track record and a realistic opportunity for continued success
• Programs/projects within the RCGB serving area: Bend, La Pine and Deschutes County
• Organizations must acknowledge, support and cross-promote RCGB to build increased awareness of our efforts to support our community
\*Worthy or compelling requests that don’t fit the adopted requirements may be considered

**The Great Drake Park Duck Race does not support:**• Political fundraising
• Ongoing operating expenses
• Start-up programming
• Fundraising events that benefit individuals
• For-profit organizations or groups
• Religious organizations or groups

**Application Process**:
Requests must be submitted in writing by email, with the following to documentation:
• A letter on letterhead signed by the Executive Director or Board Chair, detailing the following:

* Primary contact and title, phone number, email address, and organization website.
* Organization mission and purpose, the reason for your request, the project budget, if applicable (including secured and pending revenue sources),
* Proposed use of the funds, intended beneficiaries, project or program timeline and projected outcomes.
* How your organization will recognize the donation to your audience
* Include the following attachments:
	+ Income Statement for the Most Recently Completed Fiscal Year
	+ List of Officers and/or Directors
	+ Copy of IRS Tax Status
	+ A brochure or annual report (optional)

**Submit all information to:**Heidi Wright, Donations Committee Chair at Email **rotaryclubofgreaterbendoregon@gmail.com**.