



## ***Call for Charitable Project Proposals***

### ***Rotary Club of Amelia Island Sunrise***

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As part of its annual calendar of activities, The Rotary Club of Amelia Island Sunrise conducts a **Wine & Food Tasting Gala**. Each year, the club selects one or more charitable organizations with worthy projects to support with this major fundraising effort. The club's next event is scheduled for **March 3, 2018**. Requests for support are now being accepted, with a charitable partner to be selected in the next few months.

The net proceeds of the club's project will go to support the chosen organization's project, often with matching funds from the Rotary Foundation. Therefore, there are established requirements for our charitable partners to meet:

1. The project may not be part of the organization's budgeted operating projects/events/activities
2. The project may not be the repeat of a previous or annual recurring event
3. The projects effect must be measurable and sustainable
4. The project must address one or more of the Rotary Areas of Focus:
  - a. Peace/conflict resolution
  - b. Disease prevention/treatment
  - c. Water and sanitation
  - d. Maternal and child health
  - e. Basic education and literacy
  - f. Economic/community development

**NOTE:** Club funds for the project will be available after May 1, 2018. If we work together on a **Rotary matching grant** request, the following timeline will be in force: **April 2018** – submit grant request; **June** – approved grants awarded; **September** – grant funds available; and **March 2019** – project expenditure completed and final report submitted.

If your organization has a special project that meets these guidelines and needs funding, we encourage you to:

#### **I. Send an email confirming your organization's interest by May 31, 2017**

- A. To Jodi Henson at [jhensonai@gmail.com](mailto:jhensonai@gmail.com)
- B. Include the following information
  1. Name of your organization
  2. Contact name, email and phone #
  3. A brief description of your proposed project

#### **II. Submit a written request which addresses the points below by June 30, 2017**

- A. Your organization
  1. Name (address and phone #)
  2. Affiliation
  3. Mission/purpose
  4. History
  5. Current membership (size, scope)
  6. Current officers/leadership
  7. Recent projects/activities
  8. Other fundraising projects/activities planned for July 2017 – July 2018
  9. Annual operating budget
- B. Your proposed project
  1. Overview/scope
  2. Timetable
  3. Rotary Area(s) of Focus addressed
  4. Amount of funding requested
  5. Specific use(s) of funds-**you must be specific about the use and amount**
  6. Method(s) for measuring effects
  7. Means for sustaining effects in the future
  8. Your organization's commitment to support/assist our fundraising efforts
  9. How you will support this event (see requirements on page 2)

The will be the 6<sup>th</sup> year for this fundraising event. As you can see in the table below, the recipients in the past have been varied in their purpose and programs.

Year	Recipient	Use of Proceess
2013 – Inaugural event	Wolfson’s Childrens Hospital	Hospital bed
2014 – 2 <sup>nd</sup> Annual event	Wolfson’s Childrens Hospital	(2) Defibrillators
2015 – 3 <sup>rd</sup> Annual event	Arts Alive!	Annual Operating Funds
2016 – 4 <sup>th</sup> Annual event	Friends of Fernandina Library	Build a Tech room at FB Library
2017 – 5 <sup>th</sup> Annual event	8 Flags Playscapes	Fund Phase II of buildout of Park
	Fernandina Beach Fire Department	Equipment for Community CPR classes
	Friends of Fernandina Aviation	(2) scholarships to Pensacola Aviation camp for 8 <sup>th</sup> graders promoting STEM
2018 – 6 <sup>th</sup> Annual event	To Be Decided	

There has been one common denominator in the use of the funds from this event every year, which is the recipients’ programs will directly benefit our local community. For the 6<sup>th</sup> annual event, that denominator will continue to be required. As the event continues to grow each year, it is important that the selection of our recipient keep this criteria firmly in place. Further, the club must have commitment and support from the recipients in order to participate in the distribution of the proceeds.

It will be a requirement of the selected recipient(s) that they agree and will support the Rotary Club’s event by the following:

- Serve as Guest Speaker at one regular Rotary club meeting on Friday mornings at 7:30am prior to the event
- Have a representative from the recipient’s organization attend all Wine committee planning meetings (schedule is attached)
- Participate in at least one dinner meeting that supports our restaurant sponsors
- Assume responsibility for selling a minimum of 25 tickets (at \$75/ticket) for the event
- Solicit and provide silent auction items
- Provide up to 10 volunteers to assist the night of the event
- Have the officers of the organization purchase tickets and attend the event, or be present in an informational booth for the duration of the event
- Promote the event – provide details of how you can and will do this (ex: website, newsletter, email campaigns, grass roots promotion, etc.)

A selection committee will be assembled to receive and evaluate proposals from potential recipients, and make a recommendation to the Rotary Club’s Board of Directors as to the selection and confirmation of those recipients. Please note that if your organization is selected as a recipient and your organization does not meet the above requirements, this may affect the distribution of proceeds you could receive.

You may have the chance to present your organization and request to be a recipient on Saturday, July 29th to the Selection Committee. Each organization requesting funding will have 30 minutes to present your program. You will want to address all the information requested of you in this overview. You are welcome to bring up to 6 members (if necessary) of your organization to present your program. There will be an overhead projector and laptop connections available for any A/V needs you might have. Once your request is received, you will be given a time slot for presentation on the day.

We are looking forward to receiving your written request for consideration. This event has been wildly successful over the past 5 years and we know the 6<sup>th</sup> Annual Wine and Food Tasting gala will be an even bigger success. Thank you for all you do for our community.

## 2018 6<sup>th</sup> Annual Wine and Food Tasting Gala Schedule

4/15/17	Send out Call for Charitable Projects Requests
5/31/17	Receive all emails of interest; Program Requirements sent to interested parties
6/30/17	Written proposals due back to Rotary
7/29/17	Selection committee interviews prospective recipients
8/16/17	Recommendation of recipients made to Board of Directors, voted and finalized
9/12/17	Kickoff of the first Wine Committee Meeting (6:00pm)
10/10/17	Monthly Wine Committee Meeting (6:00pm)
11/14/17	Monthly Wine Committee Meeting (6:00pm)
12/12/17	Monthly Wine Committee Meeting (6:00pm)
1/9/18	Weekly Wine Committee Meeting (6:00pm)
1/16/18	Weekly Wine Committee Meeting (6:00pm)
1/23/18	Weekly Wine Committee Meeting (6:00pm)
1/30/18	Weekly Wine Committee Meeting (6:00 pm)
2/6/18	Weekly Wine Committee Meeting (6:00pm)
2/13/18	Weekly Wine Committee Meeting (6:00pm)
2/20/18	Weekly Wine Committee Meeting (6:00pm)
2/27/18	Weekly Wine Committee Meeting (6:00pm)
3/2/18	Club meeting final event review (7:30am)
3/3/18	6 <sup>th</sup> Annual Wine and Food Tasting Gala (6:00pm – 10:00pm tentative)
3/4/18	Clean Up (8:00am – 11:00am)

### Other Notes on schedule:

- Occasional dinner meetings in support of the restaurants throughout the year
- Occasional club meetings will be dedicated to the wine meeting