# **ROTARY CLUB OF WORCESTER**

# **Worcester Rotary COVID-19 FUND**

# Helping small, local charities & groups

The Rotary Club of Worcester has established a temporary a fund from which it can make a limited number of donations (up to £500) to local charities and groups that are serving the local community.

The application process is by e-mail – there is not an application form – guidance for the e-mail is provided.

To apply you need to meet the following conditions:

- You are a registered charity or group that is providing services to the community in Worcester or Worcestershire
- You are a small charity. The requirements for this are not fixed but typically you are not a national charity or a charity that has employed or contracted fund-raisers
- You are not benefiting from significant emergency support from public funds
- You can explain how the pandemic has impacted your operations and how the grant will be used.

Please note:

- Applications will be processed in the order that they are received.
- All applications will be acknowledged if you do not receive an acknowledgement within 2 days, please contact us.
- We aim to provide a decision within 10 working days.
- The Rotary Club of Worcester will publicise the award of grants amount and recipient

#### **OUTLINE FOR APPLICATION E-MAIL**

- 1. Name of charity or group website details if applicable
- 2. Contact details: Name, position, e-mail, telephone number
- 3. Brief description of what it is you do and how you are funded.
- 4. Amount of grant requested up to a maximum of £500, only one application per group.
- 5. Describe how the grant will be used.
- 6. Payment will be by cheque so we will need:
  - Name of account grant is to be paid to
  - o Address that cheque should be sent to

## Applications or requests for further information are to be sent to:

### e-mail: info@rotaryworcester.org