



**Rotary Club Prague International**



Service committee projects. Process, principles and guidelines

May 2009.

The Process:

1. Any member can submit any project they believe worthwhile for consideration. The guidelines below will help members to find projects likely to succeed. The Service committee has the primary responsibility to identify and evaluate worthwhile projects.
2. Service project ideas should be sent to and discussed in the first instance with a member of the service committee. [Currently Nelly and Gerry.] The member proposing should provide as much information as possible and should be prepared to follow through and be involved in the project if approved. The level of the proposer's support and commitment will be considered in the final choice of projects to be accepted.
3. The service committee will make a recommendation to the board after appropriate research and consideration. The board will make the final decision on which projects to approve. Members are encouraged to express their views about project selection and the board will carefully weigh the views of all members.
4. There is no deadline or specific timeline and proposals can be made at any time, although if the current year's Budget is already allocated, decisions may have to wait.
5. Our Budget is set annually in June by the incoming board for the Rotary year beginning July. This will include an estimate of the funds we will have in the coming year. Projects will be approved up to that estimate, but not beyond unless a clear source of additional funds has been identified. Any shortfall in fund raising versus the Budget will clearly mean at least delay to project spending unless the board decides to allocate funds from the club's reserves.
6. In principle, we will aim to have a pipeline of already researched projects for the incoming board and president to select from and specify in the new Budget. The Budget may however show unallocated Service project spending.

Project guidelines and selection principles

1. The club's priority areas in the past have been to help local organisations that provide support to children or the elderly in need. Modrý Klíč and ŽIVOT 90 are examples. These kinds of projects will continue to be considered, but should not individually or in combination squeeze out other types of service activity below. These projects could absorb 50% of our budget in any year.
2. Educational projects. Rotary International is very keen to support educational projects that for example reach children who don't have an equal opportunity of

education, or to stimulate learning on international and social topics fitting the ideals of Rotary. These projects will not normally represent more than 20% of our budget in any year.

3. Cultural activities. The club recognises that we have members who are very keen on helping to stimulate creative artistic endeavour in the performing or visual arts and would like to find opportunities to do that. Normally, these projects will not represent more than 20% of the service Budget in any one year.
4. International projects. The club has been a beneficiary of significant support from other clubs from abroad in the past. Rotary International is very keen that all clubs participate in some way in projects outside their own countries and RC Prague International should be no exception to that. We will therefore consider partnering projects with any club anywhere in the world, or making club donations to the Rotary Foundation. International projects will not normally represent more than 20% of our annual service Budget.
5. Special consideration will be given to major projects that come with RI partner clubs from abroad, whether or not Rotary Foundation matching grants could be obtained. For more information about matching grants, please talk to the Service committee.
6. There will be open competition between project proposals, within each category and between categories, for the funds we have available. Therefore, value for money or 'bang for our buck' judgements will play an important part in the decision making. This means that the Service committee is unlikely to approve projects that benefit only single individuals, but will instead try to target groups and their support organisations.
7. In principle the club would like to maintain some contact with the groups that we decide to help. This could mean making a commitment over more than one year to a cause and it could mean bringing the beneficiary groups into our club once per year to give us an update.
8. It is clear from the broader range of service projects we are now open to, that the club is happy to consider projects that do not involve tangible things that we can touch and photograph. We could for example support running costs of services that are at risk without our support.
9. These guidelines are not intended to be exclusive or prescriptive, but should help to inform the selection of projects and ensure that we cover, at least periodically, all the club's target areas to some degree, even if not necessarily all in the same year.

Board of RC Prague International  
May 2009