**Guidelines/check list for Contingency Spending**

**NB This is for requests we get, out of the blue, that are not part of our normal programs and not in our draft budget for the year. The Club has the autonomy to decide who and/or what to support. There is no set formula. These questions are a tool we can use to help us decide whether to support or not.**

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| **Budget** |  |
| Do we have enough money in our contingency budget? | Yes or no |
| **Rotary** |  |
| Does it represent Rotary? Does it address one or more of Rotary causes? | There are 6 causes: promoting peace, fighting disease, providing clean water, saving mothers & children, supporting education, growing local communities |
| Salamanca Rotary: does it fit in with our strategic plan? Does it help us achieve our goals/implement actions? | Yes or no. If yes, should be able to identify which one(s) |
| Is it a cause that needs/deserves more support or have we already spent enough in this area? | Refer to how much/what % is set aside or spent from the budget |
| **The Recipient** |  |
| Is it a legitimate request/ not a con? Is it the truth? | Can we be sure it is legitimate? How do we know? |
| Is it for an individual? | Judgement needed -Sometimes an individual is ok Sometimes its not value for money |
| Is it for a genuine need? | Our Judgement |
| Is it a hand up or a hand out? | Eg giving fishing rod rather than a fish – better in long term |
| Is there a better/more appropriate funding source? Should they be seeking funds from elsewhere? | Eg there may be a source of funds available |
| Have they sought funds from elsewhere? How much have they received? | Sometimes letters go to all clubs and other sources. |
| Student request: is it from one of our support schools? (Hobart College, St Marys College, Seabrook Christian School) | Yes or no |
| **The ‘Project’** (what the money is for) |  |
| How will the money be spent? | This should be able to be identified |
| How will we know what is was spent on? | What mechanism is in place or can we put in place |
| Value for money: is it a wise use of money? | Our judgement |
| If funding is given, will future funding be needed? (without further funding will it ‘fall over’ thus a waste of initial funding) | Will there be an ongoing need? |
| What feedback will we get on project outcomes/success? | Is a process in place or what will we put in place if we give support. |
| **Conclusion:** |  |
| Can we decide whether of not to support this request based on the information we have? | Yes or no |
| Do we need to seek further information? Is it worth the effort? | Yes or no |
| If we say yes what conditions do we want to place? What do we expect in return? (eg ask recipient to report back to Club) | We need to identify our expectations. |
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