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Rotary District 5360

District Project Grant Application

2017/18

**TERMS & CONDITIONS:**

1. Clubs in District 5360 must use this application form and attach additional pages as needed.
2. Incomplete Forms will be returned to the Primary contact with a brief explanation (and could result in the application being disqualified).
3. Grant applications may be submitted for international or local projects.
4. Applications must be received by 12:00 noon May 11, 2017. The following criteria will apply.
5. Clubs may submit up to 2 applications for projects. Each must be prioritized as either #1 or #2 in order of importance to the club. Failure to do so will result in all the applications from the club being disqualified. The #2 priorities will only be considered if monies are available after funding all eligible Priority 1 applications.
6. Pooling with other District 5360 clubs is permitted, to support the same project; however, a separate District Project Grant application is required from each club. Further, a club may only participate in one pooled Grant application to the District each year.
7. Applications for grants that are intended to be pooled with other clubs must indicate the name(s) of partner clubs and specify the lead club that will be responsible for assembling the final report on the expenditure of the pooled grants. The non-lead clubs are responsible for uploading a copy of this final report into their project listing on the District Grants Website.
8. The minimum grant is $750 and the maximum grant is $7,500. ALL grants must be matched with club funds on a 3:1 basis (grant: club).
9. Evaluation criteria will give preference to projects showing sustainability and directed to one or more of the six Areas of Focus. The evaluation criteria are posted on:

 <http://www.rotary5360.org/dgc/docs/DPGScorecard2013-14.docx>

1. A District Grant cannot be used as part of a Global Grant.
2. A District Block Grant Application will be submitted to TRF for approval in June, 2017. Decisions on the District Project Grant applications will be announced to the clubs upon approval being received from TRF and **note that the projects cannot proceed until TRF approval is received.**
3. The Project may not be for the operating expenses of the recipient organization.
4. Acceptable receipts do not include credit card receipts or statements. Copies of original documents outlining specifics of purchase are required.
5. The Grants Committee may adjust funding limits during the year depending on the demand.

**Application Form**

**Is your club submitting more than one District Project Grant Application?: Y/N:**  P**lease prioritize this application with a number 1 or 2:**

**Will you be pooling this grant with one or more clubs? Y/N:       If yes, name the other club(s):**

**Which club will be the lead club responsible for compiling the final report?**

1. **Project Participation**
2. Name of Rotary Club:
3. Rotary Club Mailing Address
4. Amount of District Project Grant Application being applied for:Note that this amount cannot be larger than 75% of the total cost of your project.
5. Location of Project:
6. Total Cost of Project:
7. What is the purpose of the Project:
8. How does it meet the needs of the community?
9. Anticipated commencement date of the project (Note that the project cannot commence until approval of the grant has been received:
10. Anticipated completion date of the project:
11. **Project Description:**
12. Provide a brief description of what the project entails:
13. What will be provided by the grant?:
14. Who are the beneficiaries?:
15. How was the need identified?:
16. Describe how this project is sustainable:
17. What is the estimated “life expectancy” of the project:
18. Will there be ongoing costs to this project? If yes, how will these ongoing costs be paid?
19. Will the proceeds of this grant benefit the recipient(s) for more than one year:
20. On an annual basis, how many individuals will benefit “directly” from the grant proceeds (If the benefit is a “one time” benefit please indicate how many individuals will benefit from this “one time grant”):
21. **Areas of Focus:**

Which area(s) of focus does the grant cover (please indicate with an “X” – more than 1 can be chosen):

1. Basic Education and Literacy:
2. Disease Prevention & Treatment:
3. Maternal and Child Health:
4. Water & Sanitation:
5. Peace and Conflict Prevention/Resolution:
6. Economic and Community Development:
7. **Rotary Benefits:**
8. Describe how the Project will make Rotary more visible:
9. How will the community (receiving the benefit of the grant) benefit?:
10. **Member Involvement:**
11. Describe how your club members will be involved in the project:
12. What percentage of the club membership will be DIRECTLY involved in the Project?:
13. **Project Committee:** A committee of at least two Rotarians must be established to oversee the project for the project duration, even if the project continues into another Rotary year.

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| **Primary Contact:** | **Secondary Contact:** |
| Name:  | Name:  |
| E-mail:  | E-Mail  |
| Address:  | Address:  |
| Postal Code:  | Postal Code:  |
| Tel. Res.  | Tel. Res.  |
| Tel. Bus.  | Tel. Bus.  |
| Fax No.:  | Fax No.:  |
| Position in club/committee:  | Position in club/committee:  |

1. **Cooperating Organization:** (*if the Project involves a cooperating organization).*
2. Name of the Organization:
3. Attach a letter of participation from that organization that specifically states its responsibilities, how it will interact with Rotarians in the project, and the organization’s agreement to cooperate in any financial review of activities connected to the project. (Note: This letter can be scanned and uploaded to the [www.Rotary5360.org](http://www.Rotary5360.org) website by following the procedure outlined in footnote 1 below.)
4. **Project Budget:** Include an itemized budget for the project on the page that follows or upload an Excel Spreadsheet (see footnote 1).
5. **Reports:** The Rotary Club receiving the Rotary District 5360 District Project Grant has the obligation of providing a report to the Rotary District 5360 Project Grants subcommittee on the earlier of 2 months following the date of project completion or July 15, 2018. These reports must be filed using the reporting forms provided for this purpose and the club will provide receipts for all expenditures.
6. **Reimbursement:** I/We understand that the funds will be sent to our club within 2 months after the funds are received from TRF

**Applicant:**

**When the application form has been completed including the budget below[[1]](#footnote-1), save it as a file in your computer. Upload it to the grants website by going to** [**www.rotary5360.org**](http://www.rotary5360.org) **and logging in. Note the login name and password are not the same that you use for Clubrunner unless you have changed them to be the same. Once logged in, select “PROJECTS”, then select “Apply for a Grant or Global DDF”.**

**If uncertain of the steps to submit the application, view the video at:** [**http://rotary5360.org/dgc/videos/Applying\_for\_a\_District\_Project\_Grant\_Rev1.mp4**](http://rotary5360.org/dgc/videos/Applying_for_a_District_Project_Grant_Rev1.mp4) **. This video specifically addresses the process to apply for a District Project Grant.**

**After your application has been successfully submitted, an email will be sent to the president of your club for approval.**

**Budget:**

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| **Date** | **Description** | **Amount** |
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|  | **Total Budget** | **$** |

**THE SECTION BELOW CONTAINS EXCERPTS FROM** Terms and Conditions for Rotary Foundation District Grants and Global Grants (Effective July 2015)

CLUBS ARE ENCOURAGED TO REVIEW THE TERMS AND CONDITIONS IN DETAIL ***PRIOR*** TO SUBMISSION OF THE DISTRICT PROJECT GRANT APPLICATION FORM. Go to [www.rotary5360.org](http://www.rotary5360.org) and select “Documentation”. In the Grants Documentation section of the page, select “Terms and Conditions for Rotary Foundation District Grants and Global Grants”.

**II. Eligibility Guideline**

**All grant activities must relate to the mission of The Rotary Foundation and include the active participation of Rotarians.**

**III. Restrictions**

Grants cannot be used to unfairly discriminate against any group; promote a particular political

or religious viewpoint; support purely religious functions; support activities that involve

abortion or that are undertaken solely for sex determination; fund the purchase of arms or

ammunition; or serve as a new contribution to the Foundation or another Rotary Foundation grant.

In addition, grants cannot fund:

1. Continuous or excessive support of any one beneficiary, entity, or community

2. Establishment of a foundation, permanent trust, or long‐term interest‐bearing account.

Grant funds can be used to establish a microcredit fund if the sponsors comply with the

requirements detailed in section X.

3. Purchase of land or buildings

4. Fundraising activities

5. Expenses related to Rotary events such as district conferences, conventions, institutes,

anniversary celebrations, or entertainment activities

6. Public relations initiatives not directly related to a humanitarian or educational activity

7. Project signage in excess of $500

8. Operating, administrative, or indirect program expenses of another organization

9. Unrestricted cash donations to a beneficiary or cooperating organization

10. Activities and expenses already in progress or completed

11. Transportation of vaccines by hand over national borders

12. Travel to National Immunization Days (NIDs)

13. Immunizations that consist solely of the polio vaccine

14. International travel for youth under the age of 18, unless accompanied by their parents

or guardians

15. Study at a Rotary Peace Center partner university in the same or similar academic

program as those pursued by Rotary Peace Fellows

1. Note: An Excel spreadsheet may be used to provide the budget information. This can be uploaded onto the website by clicking on “Add Row”. When the row has been added, type “Budget” into the first space and then click on “Upload doc”. A new window will appear. Click on Choose File”. This will allow you to browse your computer’s hard drive to select a relevant Excel spreadsheet. After the file has been chosen, click “Upload Doc”. [↑](#footnote-ref-1)