|  |  |  |
| --- | --- | --- |
| **riemblem_color_large** | **Rotary District 5360**  **2017-18** | **APPLICATION**  **DISTRICT MATCHING “Rotary Youth Programs”**  **GRANT** |

***TERMS & CONDITIONS***

1. Clubs in District 5360 must use the provided application form.  Incomplete applications will be returned to the Primary contact with a brief explanation.
2. Clubs can apply for a grant award in the range of $250 - $2,000. The club must add its own funds in an amount of at least 50% of the grant and use the combined amount of funds to support costs relating to “Rotary Approved” youth programs including:

* Travel, including travel insurance, for students participating in short-term and long-term exchanges.
* Outbound student orientation events.
* Inbound student orientation events.
* Inbound and Outbound counselor training
* Organization and staging of RYLA camps
* School fees for exchange students

Applications must specify the types of activity the grant will be put toward. Just a generic term such as eligible youth activities is not sufficient.

1. Note that grant funds CANNOT be utilized by Rotarians or lineal descendants of Rotarians to participate in these programs.
2. Clubs must submit an application by 12:00 noon, May 11, 2017 and will be informed of the result in July or August, 2017.
3. Over subscription – should the committee receive applications for more than the funds available a random draw will be made to determine the successful clubs.  Notwithstanding point 7 below, unsuccessful clubs will be notified that they will be given priority in the following year’s Rotary Youth Program cycle.
4. A maximum of two Rotary Youth Program Grant applications will be accepted from a club, HOWEVER, clubs must prioritize the applications as #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 priority applications will only be considered if monies are available after funding all eligible Priority 1 applications.
5. Pooling among clubs is allowed although only one pooled application for any type of District Grant will be considered from any club.
6. 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.
7. There are no guarantees that Rotary Youth Program Grants will be available in future years.

Questions can be directed to: cwlbdl@telus.net or by phone to Clare Lindsay @ 403.502.4202

The Rotary Club of  is applying for a Rotary Youth Program Grant in the amount of $      which will be matched by the club as required and will be utilized as determined by the club and as required under the Terms and Conditions for District Grants.

**Is your club submitting more than one Rotary Youth Program Grant Application?: Y/N:**       **If yes, how many?:**       **Please prioritize this application as 1 or 2:**

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

**(If this is a “Pooled Application which club will be the lead club responsible for preparing the Final Report?)**

**1. Describe how & where you will use this Grant.**

**2. ROTARIAN INVOLVEMENT:** Describe how your club members will be involved in the awarding of this Grant.

**3. REPORTING:** The Rotary Club receiving a Rotary Youth Program Grant has the obligation of reporting to the District on how the money was spent within two months of completion of the project or July 15, 2019, whichever is the earliest. Please note that satisfactory documentation is required both for the grant award and the club match evidencing that funds were utilized for the purposes outlined. **NOTE: On pooled projects, the lead club will be responsible for preparing and uploading the final report into its project listing on the District Grants Website however all participating clubs must also upload the same report into their own project listing on the District Grants website. Since all expenses and receipts must be for third party costs, for any programs such as inbound/outbound training put on by the District, the District Youth Committee will provide participating Clubs with suitable documentation for eligible third party costs which the Committee has incurred on behalf of the clubs and is recovering from the Clubs.**

**4**. **REIMBURSEMENT** I/We understand that the Grant award will be sent to the club within two months of the time the district receives the funds from The Rotary Foundation.

Name of Club Contact (in relation to this application: )

E-Mail**:**

Address w/postal code:

Tel. Res.:

Tel. Bus.:

Club Mailing Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant:**

**When this form has been completed, 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) **. Although this video specifically relates to a district project grant application, the steps are essentially identical.**

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

|  |
| --- |
|  |