

District 7450 District Grant Application

Rotary Year: 2018-2019

Please print or type all information and attach additional sheets if necessary. **Incomplete applications will not be considered.**

1. PROJECT DESCRIPTION

Please title and describe your project, its location, its objectives, and how they will be attained. **Note: The Project cannot be started until the District Grants Subcommittee approves the District Grant Application.**

Estimated start date of project _____ Estimated completion date of project _____

2. ROTARY CLUB DISTRICT 7450 MAKING THE APPLICATION

Name the club that will coordinate principle funding for the project and that will assume responsibility for the project. **Complete this section for all domestic and international projects.**

Club _____

Put *club name* and *project title* at the top of page 2.

Project Contacts: Three Rotarians must be listed who will provide oversight and management of the project funds for the entire duration of the project, even if it continues into another Rotary year.

Primary Contact #1:

Name _____ Rotary Position/Title _____

Address _____

Phone-Home: _____ Office _____ Cell: _____

Email _____ FAX _____

Rotary Club Name:

Project Title:

Signature _____

Additional Contact #2:

Name _____ Rotary Position/Title _____

Address _____

Phone-Home: _____ Office _____ Cell: _____

Email _____ FAX _____

Signature _____

Additional Contact #3:

Name _____ Rotary Position/Title _____

Address _____

Phone-Home: _____ Office _____ Cell: _____

Email _____ FAX _____

Signature _____

3. COOPERATING NON-ROTARY ORGANIZATIONS

If this project involves cooperating organization(s), provide the name of each organization below and attach a letter of participation from each organization which specifically states its responsibilities and how Rotarians will interact with the organization in the project. ***By signing this application, the Rotarian sponsors endorse the organization as reputable, responsible, registered with the project country, and acting within the laws of the project country.***

The name(s) of the cooperating non-Rotary organization is(are)

Rotary Club Name:

Project Title:

Letter(s) of participation from organization(s) attached

4. FOR INTERNATIONAL ROTARY PROJECTS ONLY:

Complete this section only for international projects. If this project involves the collaboration of an international partner club, indicate which club that is, who the contacts are, and what that club's role will be.

Club _____

Role _____

Project Contacts: Please name three contacts for the project from the international partner club.

Primary Contact #1:

Name _____ Rotary Position/Title _____

Address _____

Phone-Home: _____ Office _____ Cell: _____

Email _____ FAX _____

Signature _____

Additional Contact #2:

Name _____ Rotary Position/Title _____

Address _____

Phone-Home: _____ Office _____ Cell: _____

Rotary Club Name:

Project Title:

Email _____ FAX _____

Signature _____

Additional Contact #3:

Name _____ Rotary Position/Title _____

Address _____

Phone-Home: _____ Office _____ Cell: _____

Email _____ FAX _____

Signature _____

5. AREAS OF FOCUS (Check all that apply)

- Peace & Conflict Prevention/Resolution
- Disease Prevention and Treatment
- Water and Sanitation
- Maternal and Child Health
- Basic Education and Literacy
- Economic & Community Development

6. PROJECT COSTS

Attach a complete itemized budget for the entire project. *Price quotes from the suppliers and/or other cost documentation must be attached for each item valued at a total cumulative cost of US\$1,000 or more.*

Supplier estimates attached

TOTAL _____

7. PURCHASE OF EQUIPMENT, MATERIALS OR SUPPLIES

Rotary Club Name:

Project Title:

1. Who will own equipment, materials, or supplies? (Cannot be a Rotary Club or Rotarian)

2. Who will be responsible for maintenance, operating, and/or storage costs of the equipment/supplies?

3. If equipment/supplies will be shipped internationally, what arrangements been made for customs clearance?

8. PROPOSED FINANCING

Please list all financing and indicate cash and District Grant money being requested.

Primary Sponsor Rotary Club

Amount Contributing

Other Rotary Clubs / Districts

Funding from other sources

SUBTOTAL: _____

District 7450 Grant requested (not to exceed the amount contributed by District 7450 Rotary Clubs)

PROJECT TOTAL: _____

9. PUBLICITY

How will the general public know that this is a Rotary-sponsored project? Please provide details, e.g. publicity in a newspaper or display of the Rotary wheel.

Rotary Club Name: _____

Project Title: _____

10. REPORT

The sponsoring club is required to complete and submit progress and final reports to the District Grant Subcommittee. Please indicate below the individual who will take primary responsibility for submitting these reports.

Name _____ Signature _____

Name of Club _____ Club No. _____

11. ACTIVE ROTARIAN PARTICIPATION

Please list below the activities your club will undertake demonstrating the active involvement of Rotarians in this project.

12. PRIMARY SPONSORSHIP AUTHORIZATION.

All Rotary clubs and Districts involved in this project are responsible to The District 7450 Rotary Foundation District Grants Subcommittee (DGSC) and ultimately to The Rotary Foundation for the conduct of the project and for reporting on it. The signature at the bottom of this page confirms that the sponsors understand and accept responsibility for the project. Cooperating sponsors may either sign this page or submit a separate letter of commitment.

By signing below, we agree to the following:

- All information contained in this application is true and accurate, to the best of our knowledge.
- This application meets all District Grant criteria as stated in ***“Terms and Conditions for Rotary Foundation District Grants and Global Grants”***.
- The club has agreed to undertake this project as an activity of the club.
- We understand and will comply with the required Rotarian activities and reporting requirements as stated in ***“Terms and Conditions for Rotary Foundation District Grants and Global Grants”***.
- We agree that, should the project take more than six months to complete, ***interim reports*** will be submitted every six months from the time the grant is paid, and ***final reports*** will be provided ***no later than*** two months after the completion of the project.

Club President (print name) _____ Signature _____

Club President-Elect (print name) _____ Signature _____

Club _____ Date _____

13. AUTHORIZATION OF COOPERATING CLUB'S FUNDS

Complete below authorization (“Letter of Commitment”) for club funds to be used for this project. Presidents of all clubs contributing must sign this authorization. (Duplicates of this section maybe made or downloaded.)

Club President (print name) _____ Signature _____

Rotary Club Name:

Project Title:

Club President-Elect (print name) _____ Signature _____

Club _____ Date _____ Amount authorized _____

14. COMPLETION CHECKLIST

Before submitting your District Grant (DG) application, review the checklist and make sure that your application is complete. If you have any questions or concerns, please contact the District Grants Subcommittee Chair.

- Have you submitted a Memorandum of Understanding for the year of your project?
- Does the project meet all District Grant criteria?
- Has the sponsoring club appointed three contacts to oversee the project? Are these individuals correctly listed on the application?
- Is there written funding confirmation from the club president/s who will be in office during the year of the funding request?
- Is more than one Rotary club involved? If so, is there a Letter of Commitment from every cooperating Rotary club?
- Have the responsibilities of the project sponsor been outlined? Do they meet the requirements of a DG project?
- Is there a written commitment (or signature on Section 11 of the application) from the project sponsor?
- Is there a detailed budget provided for the project?
- Is there a cost estimate from the supplier for each item valued at a cumulative cost of US\$1,000 or more?
- Is a cooperating organization involved? If so, is there a letter from the organization, which specifically states how the organization will work together and how Rotarians will be involved and interact?
- Have you outlined in detail how you plan to publicize the project?
- Have you made copies of all documents for your files prior to submitting them to the District Grants Subcommittee?
- Have all the blanks been filled? Are all the signatures present?

Note: The District Grant Subcommittee will review the applications at their scheduled meetings. The deadline for submitting applications for the Rotary Year 2018-2019 is May 15, 2018. Send the complete application and all attachments to

Martha Bowman, Chair
District Grants Subcommittee
1025 Napfle Avenue
Philadelphia, PA 19111
mbebowman@aol.com
215-280-4749

Rotary Club Name:

Project Title:

FAX: 215-663-0203

Be sure to put Rotary District Grant in the subject line of your email, on the envelope, or on any Cover sheet.