

## Signature Project Proposal Form

**Name:**

**Date:**

### Table Review Sheet

YES ✓	NO ✓	CRITERIA FOR SIGNATURE PROJECT	COMMENTS
		Significant project scope to warrant substantial three-year commitment of DSE funds	
		Sizeable number of direct and potential indirect beneficiaries	
		Good collaboration between DSE and capable remote Rotary Club	
		Appropriate contributions (physical and/or financial) of beneficiaries to project	
		Good community governance and relevant government support of project	
		Prior involvement of club volunteering and volunteer opportunities at project	
		Project includes components supported by DSE in other projects, i.e., WASH and/or mental health	

## Signature Project Proposal Form

### Vetting and Buy-In Process of the Signature Project

For a commitment in dollars and Rotarian time for a single year and/or a number of years, the proposal needs Foundation and BOD consensus, making sure the club's financial and member-time resources are available

### Table Review Sheet

YES ✓	NO ✓	VETTING and BUY-IN PROCESS	COMMENTS
		Discussion with proposer about signature project application process	
		Signature project proposal received by service committee	
		Service committee presentation, review, and approval	
		BOD presentation, review, and approval	
		Foundation presentation, review, and approval	
		Membership presentation, review, and approval	

## Signature Project Proposal Form ISC

**Project Name:**

**Date:**

**Recipient Organization:**

**Contact Name:**

**Email:**

**Phone:**

**Requesting Organization (if applicable):**

Non-profit status—501(c)(3): **YES** [ ☐ ] **NO** [ ☐ ]

*Please attach: 1) a copy of the IRS exemption letter approving exempt status, 2) the most recently filed Form 330 and 3) a copy of the most recent financial statements.*

**Denver Southeast (DSE) Champion:** Please identify yourself as the DSE Champion and understand the responsibilities of your role.

**Contact Name:**

**Email:**

**Phone:**

**DSE Co-Champion:** Please identify yourself as the DSE Co-Champion and understand the responsibilities of your role.

**Contact Name:**

**Email:**

**Phone:**

## Signature Project Proposal Form ISC

**Project Description:** Please describe how the proposed project meets the criteria for a DSE Signature Project:

- 1) Significant project scope to warrant substantial three-year commitment of DSE funds.
- 2) Sizeable number of direct and potential indirect beneficiaries.
- 3) Good collaboration between DSE and capable remote Rotary Club.
- 4) Appropriate contribution (physical and/or financial) of beneficiaries.
- 5) Good community governance and relevant government support of project.
- 6) Prior involvement of club volunteers and volunteer opportunities at project.
- 7) Project includes components supported by DSE in other projects, i.e., WASH and/or mental health.

## Signature Project Proposal Form ISC Estimated

**Project start date:**

**Monitoring and Evaluation:** Please describe the steps that will be taken to determine if the project is on track during its implementation and how the desired outcomes of the project will be evaluated at project completion?

**Financing:** Please explain how three years of funding will be integrated into the project.

**Denver Southeast (DSE) cash per year:**

**Project year (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>):**

**Total All Years Project Cost:**

**Recipient Organization Payment:**

**Name of recipient organization for check:**

**Mailing address of recipient organization:**

**If applicable, Wire transfer information:**

**Risk Assessment:** Would this project put members in direct contact with Youth or at- risk individuals as defined by Rotary? YES [ ☐ ] NO [ ☐ ]

**Potential conflict of interest:** Please explain the nature of the potential conflict of interest, if applicable, and how it will be addressed.



## Signature Project Proposal Form ISC

**Additional Supporting Information:**