#  RotaryMBS_RGBWashington

# 2017-2018 International Small Grant Application

# for Disaster Relief

Rotary Club of Washington, DC / ISC-Short Form

Consistent with the ***Terms and Conditions for Rotary Foundation District Grants and Global Grants***, the Rotary Club of Washington, DC’s International Service Committee (ISC) seeks to support those projects advocated for by club members.

Note, DC Rotary ISC will award funds for small grants ranging from $100 – $5,000. To apply for a grant, the organization must complete this application in its entirety. Additional background information and supporting documentation should be included as a pdf attachment to this form. Please carefully review the *Terms and Conditions for Rotary Foundation District Grants and global Grants* and *Areas of Focus* *Policy Statements* available online, as DC Rotary ISC refers to them when making grant decisions. Please also note the **ISC Conflict of Interests Policy** at the end of this application.

To apply for a Club Small Grant ($100-$5,000), please complete this short form and submit via e-mail with supporting materials attached to ISC@dcrotaryclub.org **no later than September 30, 2017**. No fax or hard copy submissions will be accepted. All attachments should be in pdf format without password protection. Funding will be provided only to 501(c)(3) nonprofit organizations.

**DC PROPONENT:**

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| **Name:****Email:** |

**APPLICANTS DATA**

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| **Domestic club** | Contact Name: |  |
| Phone: | Email: |
| Rotary Club of: | District: |
| **International Club** | Contact Name: | ISC member? Yes No |
| Phone: | Email: |
| Rotary Club of: | District: |
| Country: |  |
| **Non-Profit Organization** | Organization/Program/Project: |
| City: | Country: |
| Contact name: | Email: |
| 501 (c)(3) status (applicable for small grants) Yes No*Note: Please attach copy of IRS certificate* |  |

**PROJECT DATA**

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| **Project Name** |  |
| **Estimated number of beneficiaries:** |  |
| **Name(s) of club(s) also involved in the project:** |  |
| **Project Location:** |  |
| **Estimated Begin and End Dates:** |  |
| **Project Summary:** *In 150 words or less describe what you want to accomplish and the time frame.*  |
| **Rotary Mission Alignment:** *Describe how this project aligns with the mission of The Rotary Foundation and/or Rotary’ International’s Areas of Focus.* |
| **Project Goals and Success Metrics:** *Please provide details on the primary goals of the project and how success will be measured. Note that if a grant is awarded you will have an obligation to report how grant funds were utilized and to report outcomes.*  |
| *Provide a brief timeline of all proposed grant activities. How many staff and volunteers will be utilized to support this project? Outline the specific work plan to accomplish stated goals and measurable objectives including outreach and recruitment of participants, program implementation and follow-up.*  |
| **Budget:** *Please provide details regarding the costs of the project and how the grant will contribute to meeting the organization’s budgetary needs (please include attachments a necessary).* |
| **Contributions** a), e), f), and g) are mandatory; rest optional | **Amount** | **Notes** |
| 1. **Estimated total cost in US$ (mandatory)**
 | $ |  |
| 1. Cash Contribution to be requested to the Club and/or Clubs
 | $ |  |
| 1. DDF Contribution to be requested to District
 | $ |  |
| 1. Contribution to be requested to The Rotary Foundation
 | $ |  |
| 1. Local Contribution, if any (e.g NGO)
 | $ |  |
| 1. Other Contribution (e.g. individual donations, fundraiser, etc.)
 | $ |  |
| 1. Are you planning to fundraise for this project?
 | Yes No Partially, need support |
| **Additional Information:****Describe your organization’s sources of funding.** |

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| **Cooperating Organization Details:** *If your project involves a cooperating organization, please provide the names of the organization below and attach a letter of participation from the organization that specifically details its responsibilities and how Rotarian will interact with the organization in the project. The letter should also affirm the organization as being reputable, responsible, registered with the project country, and is acting within the laws of the project country and the values of Rotary International.* Provide the following basic contact information for each cooperating organization.

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| Organization name:Address:Website:Contact person:Phone number:Email:Tax exempt status:EIN number: |

A cooperating organization can be a nongovernmental organization, community group, or government entity. Also please provide copies of the following, if applicable, as pdf attachments:* The IRS letter granting your organization’s 501(c)(3) status.
* Most recent IRS Form 990 filing.
* Charitable solicitation license
* Organization’s budget and actual revenue and expenditures for the current and most recently completed fiscal years.
* If organization is audited, the organization’s most recent audited financials including the auditor’s letter.
* EIN number
* Most recent annual report or briefly describe the organization’s mission, current programs, activities and accomplishments.

*If you believe a memorandum of understanding is needed to clarify the terms of how this project will be financed and managed, see the simple Memorandum of Understanding form developed by The Rotary Foundation, available online.* |

*Briefly describe the organization’s structure and the responsibilities of the board, staff and volunteers.*

*Describe any support that your organization receives from members of the DC Rotary Club.*

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*Provide a list of any DC Rotary Foundation grans that your organization has received.*

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*Describe the need that would be addressed with the grant funds, your target population and how your target population will benefit from the program.*

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*Describe how you will publicize your selection as an awardee of the Rotary Foundation of Washington, DC in the media and to your stakeholders.*

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*Beyond grant funding, describe whether there is a role for the DC Rotary Club to be involved in the project including volunteers and in-kind donations.*

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*SUSTAINABILITY*

*Describe the concrete changes that you anticipate achieving with the grant funds and how this request will enable you to accomplish them. What data or information will help you evaluate the success of the program?*

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*Describe how the proposed project will improve the organization’s ability to achieve its programmatic or organizational goals.*

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*Provide a brief description of your plans to sustain the program funded by the grant beyond the grant period.*

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**Application Agreement and Signature**

*By signing this form you affirm that the information on this application is true and accurate, to the best of your knowledge. Your signature confirms that you have read and agree to the Terms and Conditions for Rotary Foundation District Grants and Global Grants and the that any disclosures are made in accordance with the Rotary Club of Washington DC ISC Conflict of Interests Policy as detailed below. Additionally, and if a grant is awarded, you agree to provide written and/or photographic evidence for how funds were utilized and agree to allow the Rotary Club of Washington DC and the ISC to share the information on its website and other public forums for the purposes of informing the public and donors how funds are being used to support the overall mission of the Club and Rotary International.*

Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone/email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Conflict of Interests Policy and Disclosure Form**

The Rotary Club of Washington DC (“Club”) International Service Committee (ISC) is supportive of [The Rotary Foundation Conflict of Interest Policy for Program Participants](https://www.rotary.org/myrotary/en/learning-reference/policies-procedures/governance-documents).

The Club Rotary Board of Directors is conscious of possible conflicts of interest, which may arise as the result of Committee members serving on community boards and/or being intimately connected with applicants for grants and scholarships. The Board is also conscious of possible conflicts of interest which may arise as the result of the relationships and business affiliations of Board members, Committee members, or members of the Club.

At the same time, the Board recognizes that it is inherent in the process of asking people to serve as members of a Committee to select persons who are active in the community. Likewise, the Board does not desire to deprive agencies or to penalize those agencies having active boards of their own, some of whose members may also serve on club committees.

Any conflict of interest on the part of any Board or Committee member should be disclosed and made a matter of record, either through an annual procedure or when the interest becomes a matter of Board or Committee action.

Any Board or Committee member having a possible conflict of interest on any matter should not vote on that matter, but shall be counted in determining the quorum for the meeting. The minutes of the meeting should reflect that disclosure was made and the abstention from voting.

It shall be deemed that a Board member or Committee member shall have a conflict of interest if that member’s spouse and/or children are deemed to have such a conflict of interest.

Board members who have declared or been found to have a conflict of interest in any matter shall refrain from participating in consideration of the proposed transaction, unless for special reasons the Board or Committee requests information or interpretation from the Board member(s) involved.

**Impartiality of Selection Committees**

Rotarians who serve on a club or district-level selection committee for an International Service Committee (ISC) program are expected to exercise complete transparency in their familiar, personal, or business relationship with an applicant and must notify the committee chair in advance of the selection process of any actual or perceived conflict of interest due to the committee member’s association with a ISC program award candidate, e.g. employees of the same firm or organization, members of the same Rotary club or member of the same club sponsoring an application, familial relationship, etc. The

selection committee chair will decide how and if that committee member should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest. If the selection committee chair is the individual with an actual or perceived conflict of interest, the Club board or the The Rotary Foundation (TRF) chair, as appropriate, will decide how and if such chair should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest.

This policy shall be reviewed annually for the information and guidance of Board members and Committee members. New Board members will be advised of the policy upon entering the duties of Board membership.

**Disclosure**

I have read and understand the Conflict of Interest Policy (“Policy”) as approved by the Board of Directors (“Board”).

In compliance with this Policy, the following is a list of all businesses or other organizations, which I, my spouse, or children am/are officer(s), member(s), partner(s) or employee(s) of, or for which I act as an agent, which the Rotary Club of Washington or ISC has or may in the future enter into a relationship or transaction. This would include organizations that could be a beneficiary of funding. Also include the names of a spouse or child(ren) applying for scholarships administered by the Club.

I hereby agree that at any time a matter comes before the Board, or a Committee on which I serve, concerning an existing or contemplated transaction or relationship between the Club and any party which I, my spouse and/or child(ren) have an interest, I shall make known the potential conflict. I understand that I shall not vote on the matter, but will be counted in determining a quorum for the meeting. I further agree to refrain from participating in deliberations related to the proposed transaction or relationship, unless for special reasons the Board or a Committee requests information or interpretation from me.

In submitting this application, I affirm the following (initial the appropriate statement and sign):

☐ There is no Conflict of Interest.

☐ There is an actual or potential for perceived Conflict of Interest and the details are provided below.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rotary position/title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_