International Grant Application

Beaverton Rotary Foundation (BRF)

Applicant Instructions

What is an International Grant?

International Grants support international humanitarian service projects.

**How do I apply?**

Applicants applying for matching funds from The Rotary Foundation (TRF) should use the Matching Grant Application. Those applying for a District Simplified Grant (DSG) should use the District 5100 DSG form, and for those applying for a grant from the Beaverton Rotary Foundation with no matching funds should use the Beaverton Rotary Foundation (BRF) International Grant Application.

What are the requirements of an International Grant?

* The project will improve the life and living conditions of the end recipient.
* Programs where Beaverton Rotary Members have knowledge, interest and personal involvement are desirable. The project should be "arms length" meaning no Beaverton Rotary Member (including family members) should have personal gain from the project. The intent is to have some inside information on the merits of a program.
* Programs that can be a partnership among public, private or non-profit sectors. The intent is to leverage our funding through other existing responsible parties.
* Projects should have specific goals and measurable results.
* Approved projects require regular "feed back/communications" with the club on the progress of the venture. Reports must occur every six months until the end of the project. The final report should include a description of how you met your goals, an accounting of the funds expended and a description of the results. Reports should be provided to the World Community Service Chair and the BRF President.
* If you are applying for a DSG or a TRF grant, please see the attached “Humanitarian Grant Eligibility Guidelines”. The BRF may support expenditures that are ineligible for TRF or DSG funding.
* If the Beaverton Rotary Club (BRC) is the project’s primary sponsor, at least **three** active BRC members must agree to support the grant.
* The BRF does not generally support the following:
* Individuals
* Dues or other membership fees
* On-going operating budgets
* Religious, fraternal or professional sports organizations
* Political campaigns, causes or organizations
* Please complete all parts of the form and sign the application.
* **Applications must be received by the BRF by 5 PM, Oct19th, 2012.**

International Grant Application

Beaverton Rotary Foundation (BRF)

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| **Project Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Submitted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Primary Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Amount Requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |  |
|   Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City, State, Zip \_\_\_\_\_\_\_\_\_\_\_  Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_  Please complete all sections of this application. Use this and attach additional pages as needed or answer the questions below on blank paper, providing the answers follow the same order as the application. **Late or incomplete applications will not be considered.**  |  |

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| PROJECT DESCRIPTION  |
| **Explanation:** BRF Grants support the humanitarian service projects of the Beaverton Rotary club. In this section, de­scribe in detail the humanitarian need your project will address, the intent of the project, how the project will be implemented, and how Beaverton Rotarians will be directly involved in the project.  |

Please provide the name of the project site, the city or village, state or province, and country. List multiple locations,
if applicable.

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| --- | --- |
| Project site  |        |
| City/Village  |       |
| State/Province  |       |
| Country  |       |

Describe the project and the problem or need it will address, including the intended beneficiaries and how the project will benefit the community in need. Provide the estimated length of time needed to complete the project.

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Describe how the benefiting community will maintain this project after grant funding has been fully expended.

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Describe specific activities of the host and international partners in implementing the project. What will the Rotarians who are members of the partner clubs do during the project? Please note that financial support is not considered active involvement.

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| BEAVERTON ROTARY INVOLVEMENT |
| **Explanation:** A committee of at least **three** Rotarians must be established to oversee the project. All three committee members must belong to the Beaverton Rotary Club. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to this address. It is highly recom­mended that the primary contact (who receives all information from TRF) have an e-mail address to expedite communication.  |

Primary Contact:

|  |  |
| --- | --- |
| Name       | Member ID       |
| Club       |
| Rotary position       |
| Address       |
| City       |
| State/Province       | Postal code       | Country       |
| E-mail       |
| Home phone       | Office phone       | Fax       |

Project Contact #2:

|  |  |
| --- | --- |
| Name       | Member ID       |
| Club       |
| Rotary position       |
| Address       |
| City       |
| State/Province       | Postal code       | Country       |
| E-mail       |
| Home phone       | Office phone       | Fax       |

Project Contact #3:

|  |  |
| --- | --- |
| Name       | Member ID       |
| Club       |
| Rotary position       |
| Address       |
| City       |
| State/Province       | Postal code       | Country       |
| E-mail       |
| Home phone       | Office phone       | Fax       |
| PROJECT BUDGET  |
| **Explanation:** Please include the total budget amount for the project described. |

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| --- | --- | --- |
| Budget item | Name of supplier | Amount |
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|  | Subtotal |       |
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|  | Total in U.S. dollars |       |

**Total Amount Requested from BRF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| COOPERATING ORGANIZATION  |
| **Explanation:** A *cooperating organization* is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization.  |

If this project involves a cooperating organization (neither a Rotary club nor the beneficiary of the project), provide the following:

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| --- |
| Name of organization       |
| Street Address       |
| City, State/Province       | Postal code       | Country       |
| Office phone       | Fax       |
| E-mail       | Web address       |

**Project Sponsor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check List**

**1. Organization, Contact Information filled out.**

**2. Budget filled out**

**3. Three Rotarian Sponsors**

**4. Signature of Primary Rotarian Sponsor**

**Submission:**

**1 Electronic Copy of the Grant application and all related materials to:**

**jlaplante@efsloans.com**

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Project Number\_\_\_\_\_\_\_\_\_\_\_\_ Date Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Final Report Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission:**

**1 Copy of the Grant application and all related materials to:**

|  |
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| *GENERAL GRANT TERMS, CONDITIONS AND UNDERSTANDINGS****Expenditure of Funds:****The funds must be used specifically for the designated purpose(s) by one year from the date of the grant. If the project cannot be completed within the 12 month period, you may submit a letter explaining why the project has not been completed. The Foundation may continue to make funds available to you or withdraw the grant. If The Foundation withdraws the grant you must immediately return the unexpended portion of the grant. If you do not request a continuance, The Foundation will withdraw the grant.****No Assignment or Delegation:****You may not assign, or otherwise transfer, your rights or delegate any of your obligations under this grant without prior written approval from The Foundation.****Records and Reports:****You are required to keep a record of all receipts and expenditures relating to this grant and to provide The Foundation with a written report summarizing the project promptly following the end of the period during which you are to use all grant funds. Your reports should describe your progress in achieving the purposes of the grant and include a detailed accounting of the uses or expenditure of all grant funds.* *You also agree to provide any other information reasonably requested by The Foundation. The acceptance of your final report by The Foundation will constitute completion of the project.****Tax-Exempt Status (if applicable):****You certify that you are a nonprofit organization currently recognized by the Internal Revenue Service as a public charity described in sections 501(c)(3) and 509(a)(1), (2), or (3) of the Internal Revenue Code of 1986 as amended (the "Code"):**You are required to provide The Foundation with immediate written notification of any changes in your organization's tax-exempt status.* ***Publicity:****You will allow The Foundation to review and approve the text of any proposed publicity concerning this grant prior to its release. The Foundation may include information regarding this grant, including the amount and purpose of the grant, any photographs you may have provided, your logo or trademark, or other information or materials about your organization and its activities, in The Foundation's periodic public reports, newsletters, and news releases.****Right to Modify or Revoke:****The Foundation reserves the right to discontinue, modify or withhold any payments to be made under this grant award or to require a total or partial refund of any grant funds if, in The Foundation's sole discretion, such action is necessary: (1) because you have not fully complied with the terms and conditions of this grant; (2) to protect the purpose and objectives of the grant or any other charitable activities of The Foundation; or (3) to comply with the requirements of any law or regulation applicable to you, of The Foundation or this grant.* |

Council on Foundations · 2121 Crystal Drive, Sui