

Please complete all sections of this application. Attach additional pages as needed.  
***Incomplete applications will be returned.***

Email the application form as a signed and scanned .pdf document.  
**handwritten applications will not be considered**

Richard Blakeman. Email: [foundationgrants@rotarydistrict9800.org.au](mailto:foundationgrants@rotarydistrict9800.org.au)

PLEASE read: "A Guide to District9800 Foundation Grants" before completing this application available along with other information at <https://rotarydistrict9800.org.au/SitePage/foundation>

**1. PROJECT TITLE**

Care Packs and Clothing for "The Alfred" Mental Health Unit

a) **Briefly describe the project**  
(describe the project, its objectives and how they will be implemented)

The Alfred Hospital Mental Health Unit Team have identified that the 1200 people admitted to the unit each year are extremely anxious and frightened. A comfort/welcome/care pack would assist in relaxing people and provide a physical care greeting of sorts.

This project would extend to serve to give the 40% of admissions who are homeless on arrival with clothes and some personal care items on discharge.

b) **Describe the role of your Club in the design and implementation of the Project**

After the Nurse Unit Manager and Allied Health Manager of the Mental Health Unit at "The Alfred" identified the need to a member of our Club a wish list was developed.

The project was discussed at our Club meeting on 2 occasions and then brought to our Board at 2 more meetings. Donations In Kind were generous in offering their support. Other Clubs have been excitedly getting involved. There are several areas in the project that all Clubs would be actively involved in many activities. These include but are not limited to:

- Seeking corporate donors to provide a continual supply of product
- Seeking wholesale suppliers
- Interfacing with "The Alfred Hospital Foundation"
- Interfacing with Rotary Donations in Kind
- Creation of the care packs
- Interfacing with the Mental Health Unit staff to replenish the stock in the unit
- Publicizing the project, seeking conference speaking engagements
- Creation of the website for donations, promotion of the project
- Creation of a donation income platform.

RC Glen Eira are also involved with the hands on aspects of the project. A committee including representatives from all participating Clubs will be created to resource these aspects of the project.

District Foundation advice was sought as design of this grant application was developed.

c) **How will it meet the needs of the Community and how will they be involved?**

**“The Alfred” Mental Health Unit identified that people coming to their facility have specific needs. The staff developed this wish list below for the Care Packs and clothing.**

**Our Club and other Clubs now who have excitedly come on Board are meeting that wish list in an adhoc way. We wish to invite corporate partners and donors to maintain sustainability over as many years as is possible.**

**Each pack would comprise in an enviro bag (supplied by Boomerang Bag) as a minimum:**

lip balm  
 hair brush  
 reusable water bottle                      supplied by DIK  
 moisturizer                                      supplied by DIK  
 emery board or nail clippers

**Then to have for homeless folk as a stock for staff to provide**

unbranded T shirt  
 unbranded track suit  
 socks  
 underwear

**d) Estimated start and completion date of project:**

Start Date:  Completion Date:

**Please note: A Final or Interim report must be received by April 30<sup>th</sup> 2020**

**e) Describe how the involvement of your Club, Rotary and Foundation will be publicised (both internally within Rotary and externally to the community).**

Rotary.org  
 Rotary District Bulletin  
 Rotary District Facebook Page  
 Donations In Kind Social Media and website  
 Club’s individual bulletins and social media pages  
 The Alfred have already started publicizing this in their Instagram page and Newsletter

**f) Other Information or comments**

All Clubs are inputting their own Club funds.

**2. CONTACT DETAILS**

**Rotary Club of Melbourne South**

**Project Committee:** A committee of at least two Rotarians must be established. It is the committee’s responsibility to coordinate the project locally, monitor funds, and provide all reports including financial accounting to District 9800’s Foundation Grants Subcommittee and The Rotary Foundation via District *for the duration of the project.*

<b>Project Committee Details</b>		
Name of Primary Contact	Bronwyn Stephens	
Rotary Club Role/Position	Board member / International Chair	
Email	bronstephens@gmail.com	
Mobile Number	0410324537	
Rotary Club Bank Details (payment will be by EFT)	Account Name	Rotary Melbourne South
	BSB	063 000
	Account Number	157 626 805

<b>Additional Contact</b>	
Name	Pam Dittmer – Community Chair / President Elect
Club (if different)	
Email address	Pam.Dittmer@booksystems.com
Mobile Number	0407 112 141

**PROJECT BUDGET**

**Please include complete itemised budget for the entire project.**

Please answer questions provided about purchase of equipment, materials and supplies. Use additional pages if necessary. **Supporting documentation is required – e.g. supplier price quotes, budget worksheets and calculations.**

Items	Name of Supplier	Cost
wish list items for care packs (as noted in part c)	As sourced by Rotarians	\$18,000
	Donations	donated
Boomerang Bags for packing the items	Boomerang Bags	donated
	Rotary Donations in Kind	donated
	<b>BUDGET TOTAL</b>	<b>\$18,000</b>

**3. PURCHASE OF EQUIPMENT**

**(Note that items cannot be owned by a Rotary club or Rotarian).**

<p><b>Who will own the equipment and maintain, operate and secure items purchased with grant funds?</b>                  The Alfred Hospital Mental Health Unit</p> <p><b>Will training in use and maintenance of technical equipment be provided?</b>                  N/A</p>
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**4. PROPOSED FINANCING**

**Please identify and list funding sources for this project**

**IF MULTIPLE CLUBS ARE INVOLVED A GRANT OF \$3,000 PER CLUB MAY BE AVAILABLE**

**These Clubs are submitting from their own funds without outside private donor contributions.**

Funding to be provided by:	Amount
Rotary Club of: Melbourne South	2500
Rotary Club of: Hawthorn	2500
Rotary Club of: Malvern	1000
Rotary Club of: Port Melbourne	1500
Rotary Club of: Albert Park	1500
<b>SUB TOTAL</b>	
Rotary District 9800–DDF Block Grant (\$1:\$1 Rotary Club Contributions) <b>(up to \$2,500)</b>	9,000
<b>TOTAL (Must be equal to BUDGET TOTAL)</b>	<b>18,000</b>

**NOTE**

**District Grants are PAID to Clubs AFTER A SATISFACTORY Final REPORT and all receipts are submitted to the Grants Committee.**  
**Grants funds will NOT BE INCREASED post approval**

All Rotary Clubs and Districts involved in this project are responsible to the Rotary Foundation (TRF) for the conduct of the project and reporting on it. The partners' signatures confirm that they understand and accept responsibility for the project and for providing reports as needed or requested. By signing below, we are confirming agreeing to the following:

- All information contained in this application is true and accurate, to the best of our knowledge
- The club has agreed to undertake this project as an activity of the club and to make required reports.
- We understand that if our club or our partner club/district has overdue progress or final reports for any previously awarded Foundation Grant, this application will be returned to the primary club
- A full account of spending including copies of all Invoices / receipts must be provided to the District Foundation Stewardship Committee [foundationstewardship@rotarydistrict9800.org.au](mailto:foundationstewardship@rotarydistrict9800.org.au)

**Primary Club: Rotary Club Melbourne South (18335)**

President Name: John R Wall    Signature *John R Wall*

Date 28/04/2020.

**5. DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION**

The District Grants Subcommittee Chair must certify the application as complete. *If the application is not complete or eligible, it will be returned to the Primary D9800 partner with a brief explanation.*

"I hereby certify that to the best of my knowledge and ability this grant application is complete and meets all TRF guidelines"

DISTRICT 9800 GRANTS SUB-COMMITTEE CHAIR SIGNATURE.....

DATE: .....

Please complete all sections of this application. Rotarians may use this form and attach additional pages as needed. ***Incomplete applications will not be considered.***