



District 7120 District Grant

PROJECT Application Form 2020-2021

Rotary District 7120 Club _____

Street/PO Box _____

Town, NY Zip Code _____

Name and Contact information for Person Responsible for Grant work

Name _____

Street/PO Box _____

Town, NY Zip Code _____

Email address _____

Phone numbers _____

Rotary District 7120 Clubs **must** use this form to apply for a Rotary 7120 District **Project** Grant (DG) and answer all the questions as outlined. An application for a scholarship grant must be submitted on the scholarship application form provided. Submit grant application to DG chairman Bruce Spector, no later than April 1, 2020 by sending an electronic copy to bruce4rotary@gmail.com **AND** a by sending a hard copy to him at 87 Montpelier Circle, Rochester, NY 14618.

For the Rotary District 7120 2020-2021 year, District Rotary 7120 clubs are to note the following requirements for District Grants:

- a. Grants may be used for local projects, small international projects, and scholarships.***
- b. Clubs may apply for one project grant OR one scholarship grant per Rotary year. The total of project grants applied for may not exceed \$4,000. Scholarship grant applications may not exceed \$1,000.***

- c. ***In order to receive any grant, clubs must be qualified. Qualification includes signing a Club Memorandum of Understanding and the District 7120 Addendum for the current Rotary year and having a minimum of two (2) members (preferably the president-elect and foundation chair) attend a grant management seminar. For clubs with fewer than 20 members, their Assistant Governor may serve as the second attendee for qualification.***
- d. ***Submit an executed (signed) Club MOU (Memorandum of Understanding) and the District 7120 Addendum to the MOU for the 2020-2021 year with your application.***
- e. ***Please note that all grant money will be disbursed upon approval of the written final report which includes receipts for all purchases.***
- f. ***While these grants do not need to be in an area of focus, they must meet the Mission of Rotary Foundation(SEE BELOW).***
- g. ***All Rotary Clubs applying for DGs are required to make a financial contribution toward the final cost of their projects.***

The mission of the Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

A. PROJECT DESCRIPTION (BE CONCISE)

1. What is the purpose of the project?

2. Provide a brief description of the project.

3. How will it meet the needs of the community?

4. How does this project meet the Mission of the Rotary Foundation?

B. COOPERATING ORGANIZATIONS

List the cooperating organization(s), if any:

1. Name of organization #1 _____
Name of Contact Person _____
Telephone # _____
E-mail address _____

Name of organization #2 _____
Name of Contact Person _____
Telephone # _____
E-mail address _____

(Use another sheet, if you have more than 2 cooperating organizations.)

2. Attach a letter(s) of support/participation/acceptance from each cooperating organization that specifically states the organization's responsibilities and how organization(s) will cooperate/work with Rotarians on this project. Also, have cooperating organizations state in their letter of support/participation that they will take ownership of the equipment, maintain it, operate it, and secure the items purchased.

C. PROJECT COMMITTEE

A committee of at least two Rotarians must be established by the applicant to oversee the project for its duration, even if it continues into another Rotary year.

	Primary Contact	Secondary Contact
Name	_____	_____
Address	_____	_____
E-mail	_____	_____
Telephone	_____	_____

D. PROJECT BUDGET

Attach an **itemized** budget with documentation for the entire project.

E. PURCHASE OF EQUIPMENT

Who will own equipment, maintain, operate, and secure items purchased with grant funds? Equipment cannot be owned by a Rotary Club or Rotarian.

F. PROPOSED FINANCING

Rotary Club Share \$ _____

DG Requested \$ _____

Cooperating organization(s) \$ _____

TOTAL \$ _____

NOTE: In the event your club receives partial funding or a reduce amount of the funds requested, will your club still go forward and complete the project or do a revised version of your project? Yes _____ No _____ Note: Checking "**NO**" will result in no award in the event the full amount of the requested grant cannot be awarded.

G. AUTHORIZATION

By signing below, I agree 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.

Club President	Club President-Elect	Club GMS Attendee
Name _____	_____	_____
Signature _____	_____	_____
Date _____	_____	_____

H. REPORTS

Although both signatories above are ultimately responsible for completing progress and final reports, one should take the primary responsibility for submitting the reports to the District Grant Committee.

Final reports will be emailed within 30 days of project completion and not later than Tuesday, May 14, 2021 to DG Chair Bruce Spector at bruce4rotary@gmail.com. Failure to submit the closeout documentation by May 14, 2021 could result in the cancellation of your grant. Club must retain original of report and receipts in accordance with the Club MOU/Addendum and any club foundation policies.

By signing below, I shall take primary reporting responsibility for the above project.

Printed Name _____

Signature _____

Date _____

- I. The _____ Rotary Club certifies it has contributed on a per capita basis \$25 or more to the Annual Program Fund of the Rotary Foundation during the Rotary year 2018-2019.

J. DISTRICT APPROVAL

District 7120 Grant Committee has approved the above described Application for use of District Grant Funds on _____ in the amount of \$_____.

Attested by:

District Grant Committee Chairperson

Name _____ Signature _____

Date _____