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| TRF logo.JPG | District Grant Application – International ProjectRotary International District 5080 |

District Grants support humanitarian service projects sponsored by Rotary Clubs in District 5080. **Funding limits, eligibility, reporting and other requirements are included in the Terms and Conditions for Rotary District 5080 District Grants**. Please submit completed applications to the District Grants Subcommittee Chair between March 1 and April 15 of the current Rotary year.

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| PROJECT DESCRIPTION  |
| **Explanation:** In this section, please describe in detail the humanitarian need your project will address, the intent of the project, how the project will be implemented, and how Rotarians will be directly involved in the project. Involvement is **required** of the international partner.  |

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  |       |

**NOTE: The project cannot be started until it is approved by BOTH the District 5080 Grant Subcommittee and The Rotary Foundation.**

Describe the project and the needs it will address, including: number of beneficiaries; how needs were determined; how the project will meet these needs; any innovations or whether this is a repeat project. Provide the estimated length of time needed to complete the project

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Describe how the project relates to the mission of The Rotary Foundation. If applicable, how will the beneficiaries sustain project benefits in the future? If applicable, how does the project align with an Area of Focus? (be as specific as possible)

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All projects must have active Rotarian participation and oversight. Describe the activities your club and members will undertake to implement the project. Please note that financial support is not considered active involvement. (Active participation can include: managing project funds; visiting the project site on an as-needed basis; the international and, if applicable, host partners sharing information via correspondence; sharing expertise; purchasing, shipping, or distributing items purchased; publicizing the project to local media and the district etc.)

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| Estimated Project Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Completion Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| INTERNATIONAL PARTNER (District 5080 Club) |
| **Explanation:** The international partner is the club outside the project country (i.e. the club in District 5080). A committee of at least **three** Rotarians must be established to oversee the project. All three committee members must belong to the primary club identified below. The committee members must be committed for the duration of the grant process. It is highly recommended that the primary contact have an e-mail address to expedite communication. The primary contact will receive all official communication from the District by e-mail and he/she is expected to disseminate this information to the other committee members. |

Primary Club

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| --- | --- | --- | --- |
| Club |       | Club ID number |       |
| District | **5080** | Country (Canada/USA) |       |

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:

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

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| HOST PARTNER (not required, but highly recommended) (Club where project is located, as applicable) |
| **Explanation:** The host partner is the club in the project country. If there is a host partner, a committee of at least **three** Rotarians belonging to the **Host club** is recommended to oversee the project. The committee members should be committed for the duration of the grant process. Contact information is not required for host club committee members.  |

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| PROJECT BUDGET  |
| **Explanation:** For detailed information on eligibility, see Terms and Conditions for Rotary District 5080 District Grants. Official RI exchange rates for most currencies can be found at [www.rotary.org](http://www.rotary.org) site. Please use the most recent exchange rate. Provide pro-forma invoices or price quotes from the supplier for each item exceeding US$500. **Note:** Original receipts are required for all expenditures and copies of receipts must accompany the final report.  |

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| Budget item | Name of supplier | Amount |
|       |       |       |
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|       |       |       |
|  | Subtotal |       |
|  | Exchange rate used | US$1=      |
|  | Total Budget in U.S. dollars |       |

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| PROJECT FINANCING  |
| **Explanation:** Clearly list all financing in U.S. dollars (please use whole dollars as TRF does not match cents). The District matches US$1 for every $1 cash contribution. The District may match less than US$1 for every $1 cash contribution if total requests exceed available funds.**NOTE:** No funds may be spent prior to official approval by TRF. Upon approval of the District Block Grant by TRF, a letter will be sent to the primary international club notifying them of approval and providing additional details.  |

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| **International Rotary clubs outside the project country** (list primary international club first) (your club) | **Cash (US$)** |
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| **Host Rotary clubs inside the project country** (not matched by D5080, but could be matched by Host district) | **Cash (US$)** |
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| **Additional funding from other sources** (not matched) | **Cash (US$)** |
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|       |       |
|       |       |
|       |       |
| **SUBTOTAL** |       |
| **District Grant – International****Amount requested** (must be between US$1,000 and US$10,000) |       |
| **Total Project Financing** **in U.S. dollars**(must equal Total Budget on previous page) |       |

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| PROJECT PLANNING AND PUBLICITY |
| **Explanation:** Before an application is submitted, project partners should discuss various planning details. The questions below are a guide to aid project planning.  |

Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (Note: a Rotary club, district or Rotarian cannot own equipment or items purchased with grant funds.)

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Will training in use and maintenance of technical equipment be provided? If so, who will provide training?

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Is software necessary to operate any items? If so, has software been provided?

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Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country.

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How will the general public know this is a Rotary-sponsored project? Please provide details, for example, publicity in a newspaper or display of the Rotary wheel. (Publicity plans should include mention of Rotary District 5080 and the sponsoring and partnering Rotary Clubs in any and all acknowledgements).

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| COMPETITIVE GRANTS  |
| **Explanation:** District Grants are competitive grants. Applications are reviewed once a year at the May District Grants Subcommittee meeting. Please submit your application between March 1 and April 15 of the Rotary year for a project to be done in the following Rotary year. [ i.e. in April 2019 for projects to be completed in the 2019-2020 Rotary project year] |

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| AUTHORIZATIONS  |
| **Explanation:** Authorizations ensure that the primary international partner (i.e. the club in district 5080) is aware of, and interested in, pursuing the described project. By signing below, the current club president, as well as the committee members, agree to the criteria listed and affirm their support of the project.  |

The primary international partner is responsible to District 5080 and The Rotary Foundation (TRF) for the conduct of the project and its subsequent reporting. The signatures of the primary international partner club president and contacts confirm that they understand and accept responsibility for the project.

By signing below, we agree to the following:

* All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application.
* The club agrees to undertake this project as an activity of the club.
* That the sponsoring Rotary Club is responsible for ensuring that all grant activities, including the conversion of funds, comply with local law.
* **Expenses incurred prior to The Rotary Foundation’s approval of the District (Block) Grant are ineligible**.
* **A separate bank account will be established for this project. All funds listed in the project financing will be deposited to this account. All expenses will be paid from this account. Any unspent funds will be returned to the district.**
* We agree to share information on best practices when asked, and District 5080 may provide partners’ contact information to other Rotarians who may wish advice on implementing similar projects.
* The entire responsibility of TRF and District 5080 is expressly limited to the dollar amounts approved based on the application’s budget. Additional costs due to changes in budget items, airfares, currency devaluations, etc., are the responsibility of sponsors or outside sources.
* To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from TRF grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (**NOTE:** Any and all exceptions must be explained in an attached statement.)

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| Primary International Partner – Club President | Primary Contact #1 |
| Name |       | Name |       |
| Signature  |       | Signature |       |
| Date  |       | Date |       |

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| --- | --- |
| Project Contact #2 | Project Contact #3 |
| Name |       | Name |       |
| Signature  |       | Signature |       |
| Date  |       | Date |       |

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| COOPERATING ORGANIZATION  |
| **Explanation:** A *cooperating organization* is an entity directly involved in the implementation of a grant project, offering technical expertise and/or project coordination. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization. A cooperating organization is considered to be a Rotarian cooperating organization when one-third or more of its Board of Directors and/or governing body is comprised of Rotarians and/or senior management who are also Rotarians directly involved with the grant project. |

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       |

In addition to the above, the following must be attached:

* A memorandum of understanding (MOU) signed by the primary international sponsor and the cooperating organization that specifically states:

 – Verification from the primary sponsor that the grant is initiated, controlled, and managed by the Rotary club

 – Endorsement from the primary sponsor affirming that the cooperating organization is reputable, responsible, and acting within all governing laws

 – Grant implementation plan clearly delineating the activities of each party

 – Agreement from the cooperating organization to participate in any financial review by the Foundation of activities connected with the grant

 – The names of Rotarians on its Board of Directors and/or organizational governing body in addition to any senior management who are also Rotarians and are directly involved with the grant project, if applicable

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| FINAL REPORT  |
| **NOTE:** **The primary international partner (i.e. the club in District 5080) is responsible for completing the final report, which is due two months after project completion. If the project will be incomplete by March, a PROGRESS REPORT is required no later than April 15. The Final Report must be filed and approved within 16 months of receiving grant funding.** |

“By signing below, our club accepts primary reporting responsibility.”

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| Print name       | Signature       |
| Rotary club       | District 5080 |

**Please provide the address for the grant check to be sent to**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State/Province \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal/ZIP Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| COMPLETION CHECKLIST  |
| Before submitting your grant application, please take a moment to review this checklist. If you have any questions or concerns, please contact the District Grants Subcommittee Chair.  |

[ ]  Does the project meet **all** grant policies and guidelines (see **Terms and Conditions for Rotary District 5080 District Grants**)?

[ ]  Does the project description clearly state how the project will assist those in need?

[ ]  Are the activities of the international and host (if any) partners clearly explained? Will the international partner Rotarians be actively involved in the project?

[ ]  Has the international partner created a committee to oversee the project? Are these individuals correctly listed on the application with their complete contact information?

[ ]  Is a detailed, itemized budget included in the application?

[ ]  Are pro-forma invoices or price quotes from the supplier attached for each budget item over US$500?

[ ]  Are all partner contributions listed in the application?

[ ]  Has the club president from the international partner provided the authorizing signature?

[ ]  Have all three committee members provided their authorizing signatures?

[ ]  If a cooperating organization is involved, is the memorandum of understanding included with the application?

[ ]  Have the partners made copies of all documents for their files prior to submitting them to the District?

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| 141WriteEN06_img_0 | Complete applications must be sent by e-mail to: Rotary District 5080**Jim Feeney**District Rotary Grants sub-committee Chair E-mail: **Jim@Feeney.com**Phone: 1-(509)-628-0404 |

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| GRANT REVIEW AND APPROVAL |
| By signing below, the District Grants Subcommittee confirms it has reviewed the grant application for compliance with Rotary District 5080 and The Rotary Foundation policies and approves the request.  |

District Rotary Foundation Committee Chair Date

District Grants Subcommittee Chair Date

Committee Member Date

Revised & updated July 20, 2020