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**Express Grant 5080**

**Proposal Form Instructions**

The accompanying form requests the key elements of each Express Grant 5080. These elements are the building blocks for a successful project.

**Amount of Express Grant**

A proposal will request US$300 for the Lead Club, no more, no less (partner clubs need to apply for a separate Express Grant). Partner clubs are encouraged on projects.

**Lead Club (Rotary or Rotaract)**

The club from which the project report will come.

**D5080 Partner Clubs (Rotary or Rotaract)**

List the clubs with which the project is being planned. [for tracking purposes only]

**Other Partner Organizations**

List community groups that will participate in the project.

**Describe Community Need**

Provide a brief description of the needs the project will address.

**Project Description**

How will the project involve the participating club(s) and community organization(s) in meeting the needs identified above?

**Project Implementation Timeline**

Describe the anticipated start and end dates and any other significant dates during the project implementation. You may expect a one-week review period after the proposal is submitted. Funds will usually be available within one week of project approval. Take into account the delay for approval when setting your start date.

**Project Impact**

The form details the elements, which comprise the proposed project’s impact:

Number of club members and other partner organizations involved is the key to strengthening club member engagement and new member attraction.

**PR for Project Visibility**

All projects ***shall*** include a public recognition component such as press releases, Twitter feeds, Facebook posts, and videos so you can share your club’s great work with everyone, including District Public Image (PI) platforms and reports for District Committee purposes.

**Budget Detail**

List the project expenses anticipated and the sources of any funds needed to cover them in addition to the grant requested.

**Proposal Submission**

Send the completed proposal to **your Assistant Governor**.

**Funding, Spending and Reporting**

Within 30 days of the project’s completion, submit the Final report form to: [**your Assistant Governor**].

Express Grants are a part of the larger District Block Grant. The District is required to provide a report to the Foundation, which includes the completion of all the spending in the Block Grant, including Express Grants. Therefore, all Express Grant spending must be complete, and the Club must submit either an Interim or a Final report to the District before March 31st. If the spending will not be completed before the end of the Rotary Year, the Grant Funds must be returned to the District. If the project itself has not been completed by March 31st, an interim report is required, including an expense report and receipts for all spending. The project must be completed no later than December 31st and the Final report submitted by that date. If these requirements cannot be met, the Club should not apply for an Express Grant.