



# 2015-2016 Rotaract Grant (RG) APPLICATION

## Rotary District 5240      Project #



Please complete all sections of this application. Clubs may attach additional pages as needed to justify this grant request. Incomplete applications will be returned. **Applications must be submitted after July 1 and before April 30 of the applicable Rotary Fiscal year. Applications will be processed until funds are exhausted. Application Must Be Typed.**

**NOTE: Project Must Be Approved By District 5240 Grants Committee Before Starting. Funding will be made after the Final Report is received. Final Report is due within two months of completion of the project.**

### PROJECT NAME:

Grant Application Written By:

Rotaract Club of:

### 1. Project Description

1. Briefly describe the project, its location, and its objectives. Project must be for Humanitarian or Community Service.

2. How will this project meet the specific need, and who specifically (e.g. how many) are its beneficiaries? Will this project provide specific skills and/or knowledge that will allow the beneficiaries to help themselves in the future?

3. Describe the non-financial participation by Rotaractors/Rotarians in this project? *The application must set forth the active participation by Rotaractors or Rotarians for each club involved in the application.*

How many Rotarians will participate in the project and in what roles? **Rotaract/ Rotarian involvement is required and must be validated in the Final Report. Lack of Rotaract/ Rotarian involvement will result in the cancelation of this RG approval. Initials**

4. **How will the general public know this is a Rotaract/ Rotary-sponsored project?** *Please provide details of plans for publicity, such as newspaper coverage or the display of the Rotary wheel on the project.*

### 2. COOPERATING ORGANIZATION

Is another organization directly involved in the implementation of this project by providing technical expertise and/or staff? If so, please provide name, address and activities. Yes No A letter from their Chair/President indicating their role and how they will work with Rotaractors/Rotarians to implement this project and their agreement to cooperate in any financial review of their activities associated with this project. Attachment Provided? Yes No

How many non-Rotarians will participate in this project and what are their roles? List All:

### 3. PROJECTED BUDGET

Include a complete itemized budget for the entire project. Please use separate pages if necessary.

Items to be Purchases	Cost
A.	\$
B.	\$
C.	\$
D.	\$
E.	\$
F.	\$
G.	\$
H.	\$

**Projected Budget Total** **\$**

#### 4. PROPOSED FINANCING

Please list all financing	Amount Contributed
Sponsoring Rotaract/Rotary Club	\$
Other Rotaract Club	\$
Other Rotary Club	\$
Other Rotary Club	\$
Sub Total for Rotary Clubs	\$
<b>Requested from District 5240</b> (District Limit is \$1,500 for a single Rotaract Grant)	\$
Funding From Other Sources	\$
<b>Total from All Sources</b> (must equal total of proposed budget)	\$

#### 5. COORDINATING THE PROJECT

Name the Club that assumes total responsibility for the project (the Project Sponsoring Club.)

Club	Rotaract/Rotary ID #	President
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**Project Committee:** A committee of at least three Rotarians must be established in the sponsoring Club. It is the committee's responsibility to coordinate the project locally, monitor funds, and provide financial accounting to the District 5240 Grants Committee in accordance with the "Terms and Conditions" of this agreement for the duration of the project. District Simplified Grants require the direct involvement of Rotarians who will conduct the following: A. Assessment of community needs and development of a project plan; B. Establishment of a committee containing at least three Rotarians to oversee the expenditure of funds; C. Oversight of grant funds; D. Involvement in the implementation of projects; E. Provision of evidence of community involvement and ownership; F. Organization of meetings with local service providers, local officials, and/or recipients; and G. Promotion of projects in local media.

**Primary Contact (one contact must be a Club Director)**

Name	Rotary Position / Title	
Email		
Mailing Address		
Telephone Number	Preferred	Secondary
Fax Number	Preferred	Secondary

**Project Contact #2**

Name	Rotary Position / Title	
Email		
Mailing Address		
Telephone Number	Preferred	Secondary
Fax Number	Preferred	Secondary

**Project Contact #3**

Name	Rotary Position / Title	
Email		
Mailing Address		
Telephone Number	Preferred	Secondary
Fax Number	Preferred	Secondary

## 6. AGREEMENT FORM

This Application and Agreement are entered into between the identified project sponsoring Club below and the District 5240 Grants Committee. In applying for and accepting Project Funding, the project sponsoring Club President and Project Contacts agree to the following:

1. To utilize the Project Funds to support the project as outlined in this application. Funds provided by the District will not be used for any purposes other than those considered eligible by the District as described in The Rotary Foundation (TRF) DSG Terms and Conditions.
2. We have read the TRF Rotaract Terms and Conditions and will abide by all stipulations set forth therein, especially, **Section II, Rotaract/Rotarian Involvement. Initials**
3. To defend, indemnify, and hold harmless Rotary International (RI), The Rotary Foundation (TRF), District 5240, their respective Directors, Trustees, Officers, employees, and committee members (Collectively RI/TRF/District) from any and all damages, losses, judgments, costs, fines, awards, liabilities, and or expenses, including without limitation reasonable attorney's fees and costs of litigation, asserted or recovered from RI/TRF/District, that result or arise directly or indirectly, from the implementation of this project.
4. That this agreement may be cancelled for any reason without notice upon the failure of the sponsors to abide by the terms set forth herein.
5. **Reporting.** The Project Sponsoring Club is required to submit progress reports every six months after approval, until the project is complete. The club will submit the final report with complete financial accounting within 2 months (60 days) of the project's completion.
6. All applicable laws of the State of California, USA, govern this Agreement.

By signing below, I certify that the sponsoring club acknowledges and accepts the terms of this Agreement and agrees to abide by the stipulations set forth therein.

Project Sponsoring Club:

Club President: (print)

Club President: (Signature) \_\_\_\_\_ Date:

Check Payable to

Mailing Address for Check:

Payee must be a Rotary Club controlled account, preferably one established for this project. Payment cannot be made to an individual, cooperating organization or beneficiary.

**NOTE: Payment will be sent after the project is completed and the final report is submitted**

Please retain a copy of this application for your files.

Send the original in PDF format to the District 5240 Grants Subcommittee Chair, Dan Giordano by email [dgiordano@bak.rr.com](mailto:dgiordano@bak.rr.com)

(----- DO NOT WRITE BELOW THIS LINE – GRANTS COMMITTEE USE ONLY -----)

2015-2016 District 5240 Grants Committee recommends approval for reimbursement of \$\_\_\_\_\_ from District 5240 RG Funds.

Project Number Assigned: \_\_\_\_\_ Date Application Received: \_\_\_\_\_

Approved by District Grants Subcommittee Chair \_\_\_\_\_ Date: \_\_\_\_\_

Final Report Received and Approved By DGSC \_\_\_\_\_ Date: \_\_\_\_\_

**Check Written by District Rotary Foundation Chair**

**Check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ Date: \_\_\_\_\_**