



Rotary District 5240  
District Grant  
Application 2019-2020



Project Name

Club Name

Club Number

Primary Contact Name

Email

Phone

Area of Focus (Optional)

Peace and Conflict Resolution/Prevention  
Maternal and Child Health

Disease Prevention And Treatment  
Basic Education And Literacy

Water And Sanitation  
Economic And Community Development

Primary Activity (Enter One)

Health: General

Health: Disease

Health: Medical Equipment

Health: Medical/Dental

Water: Sanitation

Water: Supply/Access

Education: General

Education: Scholarships

Vocational Training

Travel: Training/Study Team

Travel: Volunteer Services

Community Development: General

Community Development: Disaster Recovery

Community Development: Infrastructure

Community Development: Renovation

Food/Agriculture

**Project Summary:** Short sentence to explain the project. This project description should provide information about what activity is being funded, who is benefitting from the activity, and the name of the location of the project or activity, including the city or country. For example, "Five computers provided to schools for children in Addis Ababa, Ethiopia."

**Project Description:** You should include what needs have been identified, how the project will meet those needs, and the timeline for your project. Please specify what the project funds will be used for.



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**Project Budget in US Dollars (Use additional sheets if necessary)**

Item	Price	Supplier	Comments

Total Project Budget in US Dollars (Must Match Project Financing)

**Project Financing in US Dollars (Use additional sheets if necessary)**

Source ( e.g. Rotary Club of )	Cash	DDF

Total Project Financing in US Dollars (Must Match Budget)

Note: District 5240 will only match contributions from Rotary Clubs in District 5240. This restriction does not prevent you from obtaining cash contributions from other sources



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**PROJECT DETAILS**

Where will the work be done?

What needs will your project address?

How will your project meet these needs?

Who are the beneficiaries?

How will the funds be used?

What is the project time line?

How will Rotarians be involved in the project?

How will you publicize the project?



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Cooperating Organization (if any):

Is another organization directly involved in the implementation of this project by providing technical expertise or staff? If so, please provide the name of the organization and a description of their role in the project. Attach a letter from an authorized member of the organization indicating their role in the project, how they will work with Rotarians to implement the project and their agreement to cooperate in a financial review of their activities associated with this project.

Name of Cooperating  
Organization (if any)

Role of Cooperating  
Organization:

Is there other  
information you  
would like to  
provide to the  
District Grants  
Subcommittee?



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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 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 and Rotary involvement in projects in local media. At least one member of the Project Committee must be a Director of the sponsoring Rotary Club

	Primary Contact	Committee Member	Committee Member
Name			
Rotary Position			
Email			
Preferred Phone			

### AGREEMENT

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 sponsoring Club President and Project Primacy Contact agree to the following: A. Acknowledge that the District Grant is a reimbursement grant. DDF will be paid to the sponsoring club after project completion and acceptance of the Final Report. B. 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. C. We have read the TRF District Grant Terms and Conditions and will abide by all stipulations set forth therein, especially, **Section II, DG Rotarian Involvement**. D. 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. E. 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. F. **Reporting**. The Project Sponsoring Club will submit the final report with complete financial accounting within 60 days of the project completion but in no case later than June 30 of the Rotary Year in which the project was started. G. All applicable laws of the State of California, USA, govern this Agreement.

By signing below, I certify that the sponsoring club acknowledges and accept the terms of this Agreement and agree to abide by the stipulations set forth therein including confirmation that no member of this committee has any conflict of interest regarding this project.

Name of Club President

Make Check Payable To

Mail Check To

Payee must be a Rotary Club controlled account. Payment cannot be made to an individual, cooperating organization or beneficiary. **NOTE: Payment will be sent after the projects is completed and the final report is submitted and approved.**

Club President-Elect  
Signature (President  
RY 2019-20)

Date



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**District Grant Checklist**

- ☐ Have you completed all of the sections in the District Grant application?
- ☐ Have you identified the primary activity?
- ☐ Does the project budget in US Dollars match the project financing in US dollars?
- ☐ Do you have a cooperating organization? If so, do you have a letter signed by someone authorized to commit the organization describing the work that will be performed and their agreement to support audits as requested?
- ☐ Have you attached any cash contribution forms?
- ☐ Have you attached any DDF transfer forms?
- ☐ If you are including funds from sources other than Rotary Clubs in District 5240, do you have documentation confirming their contribution?
- ☐ Do you have your committee of three people? Note that one of the three must be a member of your board of directors. No one who might benefit from funds made available from this grant can be on your project committee.
- ☐ Have you listed the payment information? Payment will only be made to an account controlled by your Rotary Club.
- ☐ Have you budgeted funds within your own club for this project?
- ☐ Has your president-elect (President in Rotary Year 2019-20) signed the application?

**Return this form and all attachments in PDF format to:**

**District 5240 Grants Chair**

**Email: [grantapplication@district5240.org](mailto:grantapplication@district5240.org)**

**FOR DISTRICT GRANTS SUBCOMMITTEE USE ONLY**

Project Number Assigned

Date Application Received

The 2019-2020 District 5240 District Grants  
Committee recommends approval in the amount of

District Grants Subcommittee Chair

Date

Final Report Approved

Date

Check #

Amount

Date

Check Mailed To: