



## Rotary District 5390 District Grant Worksheet

**Grant Applications must be submitted on [www.MatchingGrants.org](http://www.MatchingGrants.org) and are due by March 31<sup>st</sup>. Use this form to gather information about your project and then enter it on the website.**

Project Title:

Project Start Date:

Projected Completion Date:

**PROJECT SUMMARY:** Please use a short sentence to explain the project that answers three questions:

1. What are you going to do? 2. Who is going to do it? 3. Who will benefit?

For example: Five computers provided by club members to schools for children in Addis Ababa, Ethiopia.

**PROJECT DESCRIPTION:** Please include  what needs have been identified,  how the project will meet those needs,  who is benefiting from this activity,  the location of the project or activity, including the city and/or country,  what activities are being funded,  how project funds will be used,  how club members will be involved, and  the timeline for your project. Additional project related documents can be uploaded to the project "Document" section on the website. These documents must be in a .PDF format.

**Your project goals will align with which Area of Focus: (Please Check One only)**

For more information please visit: [www.rotary.org/myrotary/en/areas-focus](http://www.rotary.org/myrotary/en/areas-focus)

Peace & Conflict Prevention/Resolution

Maternal & Child Health

Disease Prevention & Treatment

Basic Education & Literacy

Water & Sanitation

Economic & Community Development



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**ACTIVITY TYPE: (Please Check Only one)**

Group Exchange    Community Development:  General  Renovation  Disaster Recovery  Volunteer Services  
Education:  General  Literacy  Scholarships or  Volunteer Services  
Food/Agriculture:  General or  Volunteer Services  
Health:  General  Disease  Volunteer Services    Water:  Sanitation  Supply/Access  Volunteer Services

**Amount of Grant Funds Requested (\$):**

**Club Matching Contribution (\$):**

(Please note this contribution must be greater than or equal to the amount of grant funds requested)

**Provide a budget and identify how the requested funds will be spent. Your detailed budget must include the following:**

- Estimated breakdown of expenses. (refer to Sample Budget on District website)
- Will there be other sources of funding for the club project? If so, please list the additional source(s), and include their contribution
- Does the project income (matching funds, grant funds, other sources of funding) match the project expenses?

All documents uploaded to the Matching Grant website must be in .PDF format in the Document section. This includes your detailed budget and any bids or supporting documentation.

**PLEASE RETAIN ALL RECEIPTS.** *If funds awarded are more than the invoices/receipts used to complete the project, the unused funds are required to be returned to Rotary District 5390)*

**Project Oversight Chair: Name, Email, Phone:**

**PAYMENT INFORMATION:** Please provide following information so District leadership can properly issue and send the grant funds check, including if wanting to deposit into a club Foundation.

Contact Phone Number: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

**District Grant Selection Committee:**

Brian Furey – Chair  
Phone: 406-546-6028  
btf40782@gmail.com