

District 5580

District Simplified Grant Application

Please print or type all information and use additional sheets of paper if necessary. ***Incomplete applications will not be considered.***

See District Simplified Grants (DSG) 'CRITERIA & GUIDELINES' (attached) for instructions, eligibility, and program requirements.

FOR DISTRICT 5580 USE ONLY (once Grant is approved)

District Grant No. WCS- 12.2.06 Date Approved 11/19/11

District Grant Subcommittee Chair Signature Helmut Schmidt

District Rotary Foundation Chair Signature Albert Watrel

1. PROJECT DESCRIPTION

Please describe the project, its location, its objectives, and how they will be attained. Note: The project cannot be started until the district grants subcommittee approves the District Simplified Grant Application.

1. What is the purpose of this project? Provide a brief description.

Complete the improvements needed at Crystal Lake Park and provide a multi-year opportunity for Rotary members work together. Seek District 5580 support to supplement our club's resources and enable the project to move ahead more rapidly.

2. How will it meet the needs of the community?

(a) The City of Grand Rapids offers an Adopt-a-Park program and the Grand Rapids Rotary Club has agreed to adopt Crystal Lake Park, the newest in a 22 park city-wide system.

(b) The Crystal Lake neighborhood consists of new homes for moderate income families. This neighborhood was created when the old middle school and associated athletic facilities were removed and replaced in another part of the City. This created a 10 acre redevelopment site.

(c) All of the housing sites are now built upon. Crystal Lake Park, in the center of the redevelopment area, is designed to serve this new neighborhood as a convenient gathering place for nearby families.

(d) The City needs the help of Rotary to help complete the needed improvements to make the park a welcoming place.

(e) The Grand Rapids Rotary Club has initiated a Memorandum of Understanding with the City to adopt Crystal Lake Park.

3. How will the host and partner(s) (District 5580 Rotary Club(s) and/or others) communicate and work together to implement this project? Please provide specific examples of activities.

- (a) Progress reports in our weekly news letter to Rotary members. The Centennial Rotary Club will be invited to participate and kept informed.
- (b) Semiannual reports to the District. Work will be done during the warmer months and reports will reflect that progress.
- (c) Neighborhood families will be invited to an annual picnic in the park. Rotary members will listen to suggestions and relate the goals for the year as to park improvements and upkeep. The desired outcome is to have the nearby families adopt their park as well as Rotary and the City.
- (d) Park and Recreation and Public Works Departments will keep the City Council and other departments informed.

Estimated project start date **November 2011** Estimated project completion date **November 2012**

2. OTHER NON-ROTARY ORGANIZATIONS

If this project involves a cooperating organization, provide the name of the organization below, attaching a letter of participation from that organization that specifically states its responsibilities and how Rotarians will interact with the organization in the project. By signing this application, the Rotarian sponsors endorse the organization is reputable, responsible, registered with the project country, and acting within the laws of the project country.

The City of Grand Rapids, Park and Recreation and Public Works, the local neighborhood and other service clubs on an event-by-event basis.

Note: The City of Grand Rapids is noted for fiscal prudence and receives award for its accounting and reporting excellence. It carries the highest bond rating available for a city of its size (12,000 population). The Rotary Club of Grand Rapids have already partnered with this City and the Blandin Foundation on a Mississippi Riverfront interpretative signage project.

3. ROTARY CLUB IN DISTRICT MAKING THE APPLICATION

Name the club that will coordinate principal funding for the project and that will assume responsibility for the project.

Rotary Club of Grand Rapids

Project Contacts: Two Rotarians must be listed who will provide oversight and management of the project funds for the entire duration of the project, even if it continues into another Rotary year.

Primary Contact

Mike Arezzo, Club President
E-mail marezzo@yahoo.com
218.301.9165

Additional Contacts

Marie Duffy, Project Chair
E-mail oldapron@yahoo.com
218.xxx.xxxx

Todd Driscoll, Project Facilitator
E-mail driscoll@paulbunyan.net
218.999.5425

Rozanne Casey, ADG Zone 13
E-mail rozannecasey@ymail.com
218.259.4141

Mailing Address: Grand Rapids Rotary, PO Box 362, Grand Rapids, MN 55744

4. PROJECT BUDGET

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

3 Year Budget	TOTAL \$ 64,600
Expenses – Phase One	
300' Sidewalk, Handicapped Accessible	\$ 12,000
3 Steel Benches Mounted on Cement Pads	4,800
2 Heavy Duty Trash Containers	1,500
2 Sturdy Picnic Tables on Pipe & Metal Legs	2,000
1 Mutt Mitt Container	300
TOTAL EXPENSES	\$ 20,600
Income – Phase One	
Rotary Club of Grand Rapids	\$ 8,600
Rotary District 5580	8,600
City of Grand Rapids	3,400
TOTAL INCOME	\$ 20,600

Note: The above project expenses are for the first phase. A second phase will involve (3) additional light poles, toddler play equipment and perhaps a gazebo. This phase will be undertaken when additional funding from Rotary fundraisers, the City of Grand Rapids and other corporate and foundation gifts becomes available. The second phase is estimated to cost approximately \$46,000.

5. PURCHASE OF EQUIPMENT, MATERIALS, OR SUPPLIES

1. Who will own equipment, materials, or supplies? (Cannot be owned by a Rotary Club or Rotarian)

City of Grand Rapids

2. Who will be responsible for maintenance, operating, and/or storage costs of the equipment/supplies?

City of Grand Rapids Parks & Recreation (Grand Rapids Rotary Club to provide minor maintenance)

6. PROPOSED FINANCING

If equipment/supplies will be shipped (in the event of this being an international project), have arrangements been made for custom clearance?

Please list all financing and indicate cash and District Simplified Grant money being requested.

Primary Sponsor Rotary Club	Amount Contributing
Grand Rapids Rotary Club	\$ 8,600
Other Rotary Clubs/Districts	
Additional funding from other sources (if any)	
City of Grand Rapids	\$ 3,400
SUBTOTAL	\$ 12,000
Amount requested from District Simplified Grant (Not to exceed amount contributed by Rotary Club(s))	\$ 8,600
TOTAL	\$ 20,600

7. PUBLICITY

How will the general public know that this is a Rotary-sponsored project? Please provide details, e.g. publicity in a newspaper or display of the Rotary wheel.

There will be newspaper articles, a project table at the area library and possibly some local radio interviews with the Rotary Project team and City officials. Progress reports can be made in person at meetings of the City Council, which are broadcast on a local access channel. The City may also choose to highlight our park project on their website.

8. REPORT

The sponsoring club is required to complete and submit progress (interim) and final reports to the district grants subcommittee. Please indicate below the individual who will take primary responsibility for submitting these reports.

Name **Mike Arezzo, President 2011-2012** Signature_____

Name of Rotary Club **Grand Rapids Rotary Club**

9. ACTIVE ROTARIAN PARTICIPATION AND AUTHORIZATION

Sponsorship Authorization

All Rotary Clubs and Districts involved in this project are responsible to the District 5580 Foundation Grants Subcommittee and ultimately to The Rotary Foundation of Rotary International for the conduct of the project and for reporting on it. The signature at the bottom of this page confirms that the sponsors

understand and accept responsibility for the project. Sponsors may either sign this page or submit a separate letter of commitment.

Please list below the activities your club will undertake demonstrating the active involvement of Rotarians in this project.

By signing below, we agree to the following:

- ☐ All information contained in this application is true and accurate, to the best of our knowledge.
- ☐ This application meets all District Simplified Grant criteria as stated in District Simplified Grants (DSG) CRITERIA & GUIDELINES.
- ☐ The club has agreed to undertake this project as an activity of the club.
- ☐ We understand and will comply with the required Rotarian activities and reporting requirements as stated in the District Simplified Grants (DSG) CRITERIA & GUIDELINES.
- ☐ We agree that, should the project take more than six months to complete, interim reports will be submitted every six months from the time the grant is paid, and final reports will be provided no later than two months after the completion of the project.
- ☐ Projects using DSG funds must be completed within two (2) years from the time of grant approval. Interim Reports are due every six (6) months during the activity of the project and within two (2) months of completion of the project. If the project cannot be completed as expected within the two-year time frame, all DSG funds MUST be returned to the District 5580 Treasurer to replenish the DSG Grant Fund.

Club President (printed name) **Mike Arezzo**

Signature _____

Rotary Club name **Grand Rapids Rotary Club**

Date _____

10. AUTHORIZATION OF ROTARY CLUB'S FUNDS

Complete below authorization for club funds to be used for this project. Presidents of all clubs contributing must sign this authorization. (Duplicates of this sheet may be made).

Club President (printed name) **Mike Arezzo**

Signature _____

Rotary Club name **Grand Rapids Rotary Club**

Date _____

Amount authorized _____

11. COMPLETION CHECKLIST

Before submitting your District Simplified Grant (DSG) application, please take a minute to review this checklist and make sure that it is complete. If you have any questions or concerns, please contact the district grants subcommittee chair.

- ☐ Does the project meet all DSG criteria?
- ☐ Has the sponsoring club appointed two contacts to oversee the project?
- ☐ Are these individuals correctly listed on the application?
- ☐ Is there a written funding confirmation from the club president(s) who will be in office during the year of the funding request?
- ☐ Have the responsibilities of the project sponsor been outlined? Do they meet the requirements of a DSG project?

- ☐ Is there a written commitment (or signature on Section 9 of the application) from the project sponsor?
- ☐ Is there a detailed budget provided for the project?
- ☐ Is there a cost estimate from the supplier(s) for each item?
- ☐ Is a cooperating organization involved? If so, is there a letter from the organization, which specifically states how the organization will work together and how Rotarians will be involved and interact?
- ☐ Have you outlined in detail how you plan to publicize the project?
- ☐ Have you made copies of all documents for your files prior to submitting them to the district grants subcommittee?

NOTE: The district grants subcommittee will plan to review your application as soon as possible.

Send the completed application and all attachments via email to:

Diane Collins, District 5580 Executive Secretary

Email: bigfish@uslink.net



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Parks and Recreation Department
IRA Civic Center
420 N Pokegama Avenue
Grand Rapids, MN 55744
218.326.2500 Phone
218.326.5410 Fax

To Whom It May Concern,

Recently the Grand Rapids Rotary Club agreed to participate in the City of Grand Rapids, Parks & Recreation Department's Adopt-A-Park program. They have made a five year commitment to assist the City with maintenance and funding of capital improvements to Crystal Lake Park. The newest in our system of 23 parks, Crystal Lake Park is in need of many amenities including benches, picnic tables, lighting, a walkway, and toddler play equipment. As part of the agreement the Rotary Club will also assist the City with park clean-up, weeding, and general park maintenance.

In addition to the aforementioned, the Rotary Club will also be hosting a neighborhood picnic raising awareness of the new park. We look forward to working with the Grand Rapids Rotary Club to make Crystal Lake Park a great asset to the residents of our community. You can reach me at 218-326-2500 or by email at danderson@ci.grand-rapids.mn.us with any questions or comments.

Best regards,

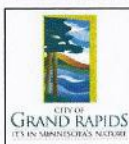
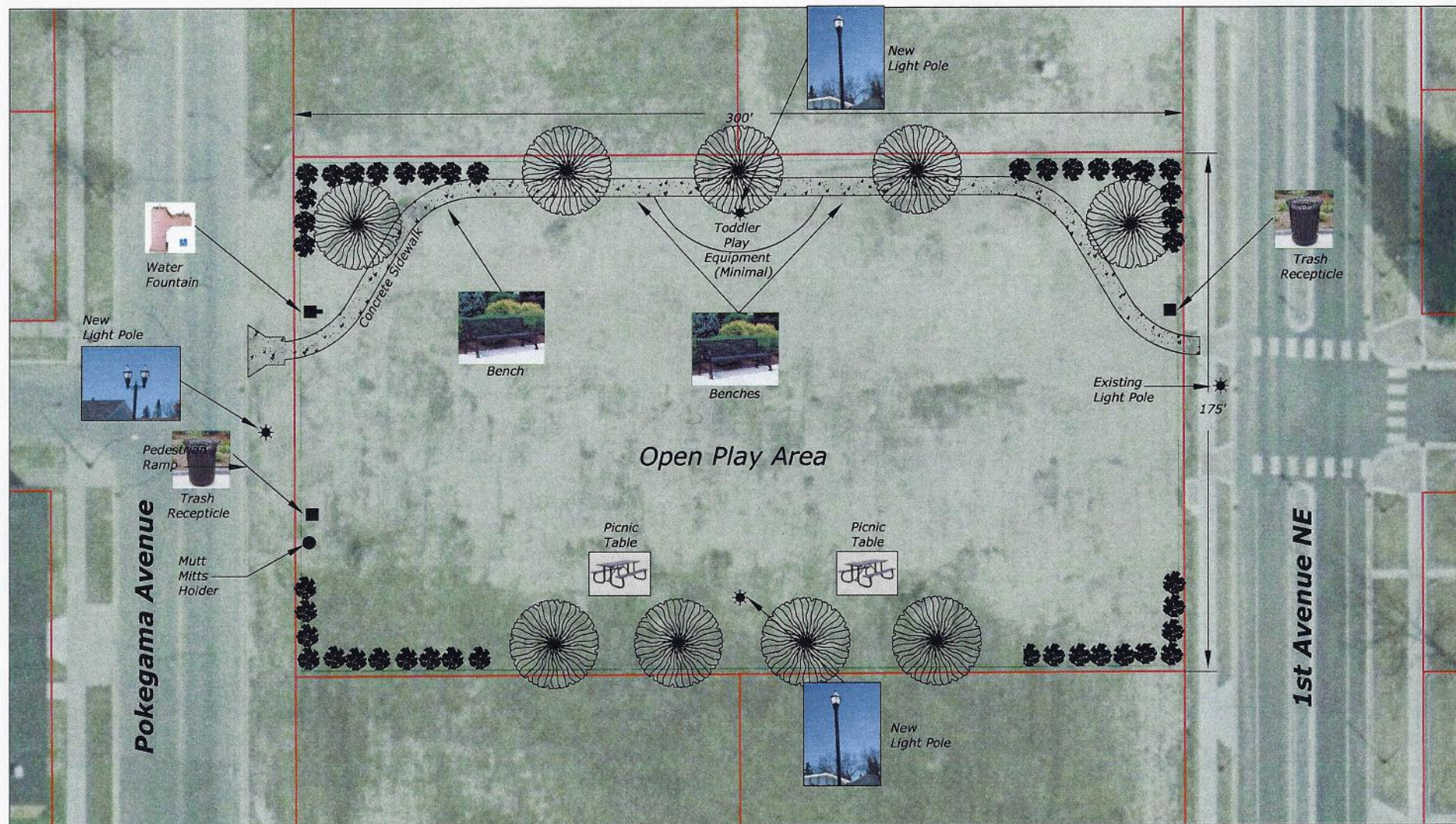
Dale Anderson
City of Grand Rapids, Parks & Recreation Director

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Crystal Lake Park Neighborhood



0 55 110 220 330 440 Feet



Crystal Lake Park Conceptual Plan

