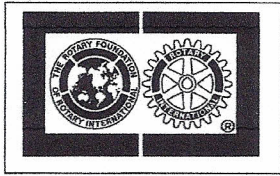


12.3.16



## 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. WES-12.3.16 Date Approved 01-19-2012  
District Grant Subcommittee Chair Signature [Signature]  
District Rotary Foundation Chair Signature [Signature]

#### 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. To provide weekend meals and snacks to grade school children who may not get meals at home...mostly low income families in three school districts. Nutrition and hunger is an issue in our county.
2. How will it meet the needs of the community? Children with proper nutrition learn and do better in school...this program also helps to fill the gap the food pantries may not be able to fill. With hunger and literacy at the fore-front of what Rotary is all about...this is a perfect fit.
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. The United Way was the original brain child for this project...the Food 4 Thought program is working on being self-sufficient. The volunteers purchase food which is nutritious and either can be heated in a microwave or does not need to be heated at all. The food is delivered and volunteers, including teachers, put the food in the back packs when children are not around so that the

recipients are anonymous. This is a collaboration between the United Way, the schools, Rotary and other community organizations.

Estimated project start date \_\_\_\_\_ March, 2012 \_\_\_\_\_ Estimated project completion date \_\_\_\_\_ May 2012 \_\_\_\_\_ This is a yearly, continual program for the schools. Recipients may change each year. They are continually raising funds to keep the program active in the three school districts. This funding would be for the third quarter March 6 May 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.

United Way/Food For Thought

## 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.

Detroit Lakes Breakfast Rotary

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

### Additional Contact

Name Kathy Michaelson \_\_\_\_\_ Name Ryan Ritchie \_\_\_\_\_

Rotary position/title \_Pres. \_\_\_\_\_ Rotary position/title Int'l Service Chair \_\_\_\_\_

E-mail \_modernk@arvig.net \_\_\_\_\_ E-mail ritch014@umn.edu \_\_\_\_\_

Address 13125 West Lakes Sallie Dr

Address 1102 Summit Ave

Street address

Street address

Detroit Lakes, MN

Detroit Lakes, MN

Town

Town

USA 56501

USA 56501

Country/postal code

Country/postal code

Telephone 218-847-4951

612-750-0275

home  
218-847-7459  
office

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cell  
218-847-3199  
fax

home  
218-846-1900  
office

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cell  
218-847-5081  
fax

#### 4. PROJECT BUDGET

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

Since other organizations are assisting with this program, we are looking for matching funds of \$500. This is an on-going yearly project. The money is spent entirely on nutritious meals and snacks. The program delivers 200 bags per week to elementary schools in Detroit Lakes, Frazee, Vergas and Lake Park/Audubon. Cost per week is \$800 with a monthly cost of \$3200. Rotary would be covering about a week and a half of food during the month of March.

TOTAL \$27,200 yearly

#### 5. PURCHASE OF EQUIPMENT, MATERIALS, OR SUPPLIES

1. Who will own equipment, materials, or supplies? (Cannot be owned by a Rotary Club or Rotarian)  
Food for Thought and Lake Park, Frazee and Detroit Lakes Schools
2. Who will be responsible for maintenance, operating, and/or storage costs of the equipment/supplies? There really is no maintenance, operating or storage costs. Any food that is stored is kept at the schools.

#### 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**

Detroit Lakes Breakfast Rotary

\$\_500.00

**Other Rotary Clubs/Districts**

## 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 Kathy Michaelson Signature K Michaelson  
Name of Rotary Club Detroit Lakes Breakfast

## 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)

Kathy Michaelson

Signature

K Michaelson

Rotary Club name

Detroit Lakes Breakfast

Date

10-21-11

#### 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) Kathy Michaelson Signature K Michaelson  
Rotary Club name Detroit Lakes Date 10-21-11  
Amount authorized \$500

#### 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](mailto:bigfish@uslink.net)

- ❑ 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?
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