



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. **13.1.02** Date Approved **08-16-12**
District Grant Subcommittee Chair Signature _____
District Rotary Foundation Chair Signature *Roland Stuenkel*

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 public benches along the Staples overpass route and bicycle/pedestrian trail system.

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

A new city overpass and trail system is currently being built with completion expected this fall around October, 2012. The Staples Rotary Club would like to be the first at placing benches along the trail with the Rotary emblem displayed on each bench. Placement of the benches would provide a view of the community and a place to rest and relax along the new bicycle/pedestrian trail system.

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 City of Staples and Todd County have ownership of the overpass & trail project. The City received a federal grant to provide this infrastructure with the county overseeing the plans and funding. As the trail will be part of the City of Staples project, the Staples Rotary Club will coordinate with the City to meet construction requirements and setting of the benches.

Estimated project start date__October 1, 2012__Estimated project completion date__May 31, 2013_____.

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.

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.

Staples Rotary Club of Staples, MN

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 __Bob Hamann_____	Name __Charles Mayer_____
Rotary position/title _President_____	Rotary position/title _Treasurer_____
E-mail __newhorizons@arvig.net_____	E-mail __chuck@beinhorncpa.com_____
Address __31351 Trapper Drive_____	Address __133 4 th St N_____
Street address __Staples_____	Street address __Staples_____
Town __U.S.A. 56479_____	Town __U.S.A. 56479_____
Country/postal code	Country/postal code
Telephone _____	Telephone _____
home _____	home _____
office _____	office _____
__218-296-0677_____	__218-894-1399_____
cell _____	cell _____
fax _____	fax _____

4. PROJECT BUDGET

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

4 benches at \$1,100 each installed

TOTAL \$4,400

5. PURCHASE OF EQUIPMENT, MATERIALS, OR SUPPLIES

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

The City of Staples.

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

The City of Staples.

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

Staples Rotary Club pending a grant from Staples Community Foundation \$2,000

Other Rotary Clubs/Districts

Additional funding from other sources (if any) City of Staples for concrete \$ 400

SUBTOTAL \$2,000

Amount requested from District Simplified Grant
(Not to exceed amount contributed by Rotary Club(s))

\$2,000

TOTAL \$4,400

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.

Each bench will have a Rotary emblem installed on it. An article will be included in the Staples World newspaper about the project.

The sponsoring club is required to complete and submit progress (interim) and final reports to the district

8. REPORT

grants subcommittee. Please indicate below the individual who will take primary responsibility for submitting these reports.

Name Bob Hamann Signature Bob Hamann

Name of Rotary Club Staples 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) Bob Hamann Signature Bob Hamann

Rotary Club name Staples Rotary Club Date July 25, 2012

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) _____ Signature Bob Hamann

Rotary Club name Staples Rotary Club Date July 25, 2012

Amount authorized \$2,000 pending receiving Staples Community Foundation Grant

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? N/A
 - ☒ 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