

## 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. 13.1.04 (DSG) Date Approved 08/16/12  
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.

Project English's purpose is to provide English Learning Opportunities For New American Parents. Project English combines the power of computer based learning (which allows unlimited autonomous language learning) combined with the Rotary volunteer force, providing confidence-boosting and language practice.

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

Fargo-Moorhead has settled over 2,500 refugees in the past decade, most from non English speaking countries. While children learn English quickly in school, parents often lack access to English language learning opportunities, keeping them from jobs and inhibiting their ability to handle issues with their children. School administrators, refugee resettlement administrators, police and social workers have all agreed that this is one of the biggest threats facing the refugee community. Unintegrated adults leads to problems with the youth. Project English addresses this issue through an integrated approach of access to a highly effective English learning computer program and a more personal touch and connection to the community via the involvement of Rotarians.

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 project started in 2011 with no budget using resources of the Fargo Public School system. Funds from FM Rotary Clubs and District 5580 in August 2011 helped the program expand to 7 additional public access locations in 2011 / 2012, giving community-wide walking distance access to English language learning resources. The biggest new need is for consolidation of the new locations with more active oversight and more frequent training opportunities for New Americans; and for higher level English (the initial purchase of licenses was only for the most basic levels of English). Many participants now need higher levels of English. The next goal is to partner with a Fargo-Moorhead

non-profit who can begin administering the program in the years to come. We are simultaneously applying for 2-4 other grants and can use the Rotary funding to cover areas of need that don't end up being covered by other granting agencies. If our project does receive grant funding from one or more granting agencies, we would reimburse D5580 for its initial contribution if it is not needed.

Estimated project start date: August 2012; completion date: August 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.

Fargo Public Schools, Carl Ben Eielson Middle School, Lutheran Social Services, CHARISM, Rosetta Stone, DakTech computers, Fargo Police Department, JobService, Fargo Public Libraries, Fargo Housing Authority, Holiday Inn, Probstfield Adult Basic Education

## 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.

### Fargo Rotary Club

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 Heather Andrea Ranck	Name Ryan McManus
Rotary position/title Project Manager	Rotary position/title President Elect
E-mail : <a href="mailto:haranck@yahoo.com">haranck@yahoo.com</a>	E-mail <a href="mailto:ryan.mcmanus@wellsfargo.com">ryan.mcmanus@wellsfargo.com</a>
Address 1528 34 <sup>th</sup> St. S Fargo, ND 58103	Address 1343 5 <sup>th</sup> St. S Fargo, ND 58103
Telephone 701-361-3709 (m) 701-239-5080 (o) 701-237-9734(f)	Telephone 701-361-4851 (m) 218-299-2687 (o)

## 4. PROJECT BUDGET

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

Complete itemized budget:

TOTAL: \$6,000



How we use DSG funding will depend on whether we receive funds from other granting agencies from where we are currently planning to apply in the next 2 months (Bremer Foundation and US Department of State Office of Refugee Resettlement / Lutheran Social Services). \$3,000 has already been committed by 4 Fargo-Moorhead Rotary Clubs and a \$3,000 match is being requested from District 5580's District Simplified Grant sub-committee.

**Need #1:**

\$6,000 to cover part-time staff person managed by a compatible non-profit agency in the Fargo-Moorhead community who will administer the oversight and facilitate communication and training sessions at the 8 public access locations with Rotary support. We can use DSG funding as a bridge as we seek outside funding for a longer term support. As more immigrants become familiar with using Rosetta Stone, there will be a reduced need for substantial staff support, therefore this position doesn't need to be permanently funded; however the need at present is high because most New Americans are still just now becoming initially exposed to Rosetta Stone and need a lot of hand-holding; and the locations are new and need consistent follow-up.

**Need #2:**

Rosetta Stone software purchase: \$5,000 (software is approximately \$400 per level, so we can acquire 12 licenses to be installed on up to 15 computers). We will purchase licenses that are at a more advanced level than the versions we purchased last year. \$1,000 toward purchase of headsets and/or microphones, CD reproduction and printing of certificates of completion and/or gift cards for those New Americans who complete a designated number of hours of learning. We will continue to use computers provided by our host locations, or donated computers.

**TOTAL \$6,000 (\$3,000 from District 5580 DSG).**

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

1. Who will own equipment, materials, or supplies? (Cannot be owned by a Rotary Club or Rotarian)  
**FM Rotary Foundation**
2. Who will be responsible for maintenance, operating, and/or storage costs of the equipment/supplies?  
**Project managers Heather Ranck and Ryan McManus**

## 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.

<b>Primary Sponsor Rotary Club</b>	<b>Amount Contributing</b>
Fargo Rotary Club	\$750
<b>Other Rotary Clubs/Districts</b>	
FM-AM Rotary Club	\$750
Fargo West Rotary Club	\$750
Moorhead Rotary Club	\$750
Additional funding from other sources (if any)	_____

	<b>SUBTOTAL</b>	\$3,000
<b>Amount requested from District Simplified Grant</b> <i>(Not to exceed amount contributed by Rotary Club(s))</i>		\$3,000
	<b>TOTAL</b>	\$6,000

## 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.

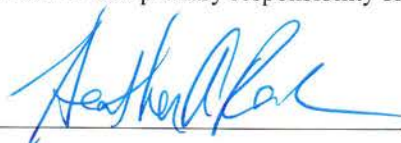
Significant publicity has already been achieved including TV and newspaper coverage of the first stage of the project at Carl Ben Eielson Middle School. A website has already been created - [www.projectenglish.us](http://www.projectenglish.us) - and there is a Facebook page with over 100 Friends. There has been significant internal publicity within the FM Rotary clubs with regular updates in the 4 newsletters. Grand Forks and Bowman Rotary have also adopted similar programs. A press conference is being planned by the 5-club PR Committee to announce the 8 public access locations where New Americans can learn English. Further publicity will be pursued within District 5580 (newsletter and events and through literacy chair) and notification to The Rotarian will also be considered.

## 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: Heather Andrea Ranck

Signature



Name of Rotary Club: Fargo 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.

## 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 : Lynn Sperl

Signature \_\_\_\_\_

Rotary Club name: Fargo Rotary Club

Date : \_\_\_\_\_

Amount authorized: \$750

Club President : Larry Ornberg

Signature: Larry Ornberg

Rotary Club name: FM-AM Rotary Club

Date : 7/30/12

Amount authorized: \$750

Club President : John Trombley

Signature: John Trombley

Rotary Club name: Fargo West Rotary Club

Date: 7/30/12

Amount authorized: \$750

Club President: Kay Parries

Signature: Kay Parries

Rotary Club Name: Moorhead Rotary Club

Date: 7/31/12

Amount Authorized: \$750

## 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?

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Club President : Lynn Speral

Signature

*Lynn Speral*

Rotary Club name: Fargo Rotary Club

Date : 7/30/12

Amount authorized: \$750

Club President : Larry Ornberg

Signature:

*Larry Ornberg*

Rotary Club name: FM-AM Rotary Club

Date : 7/30/12

Amount authorized: \$750

Club President : John Trombley

Signature (see second page)

Rotary Club name: Fargo West Rotary Club

Date

Amount authorized: \$750

Club President : Kay Parries

Signature

*Kay Parries*

Rotary Club name: Moorhead Rotary Club

Date 7/31/12

Amount authorized: \$750

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- ☐ 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)**

#### Project 13.1.04

The following information is provided as clarification to some questions raised by DGS Chair, Dave Gottenborg:

Hi David,

Thank you for your questions. The 4 FM Rotary Club sponsors have requested that this be the last year Project English solicit funds from the clubs, so as to encourage the project to find additional funding partners and sponsors. We are operating under that expectation at present, ie. we don't plan to apply for funding from the FM Rotary Clubs or DSG Sub-committee next year.

The FM Rotary Clubs and District 5580 have helped birth this concept of using computers to help refugees learn English. We've made huge headway in a year, but we're only part way through the race. The objective is to get the project sustainable, and that is unlikely to happen with just one year of support. Our idea with soliciting outside grants is to build more diverse local support for the project so that it isn't entirely Rotary dependent (because our projects are not long term by design). However, there is a chance that the other funding sources will not pan out, and if that is the case, Rotary support would be absolutely critical in moving the project forward for another year while we continue to build support through partnerships and in seeking other funding sources. At this very moment, we are in the midst of drafting a grant request to the Bremer Foundation, who has taken a look at our concept of funding a part-time staff person managed by CHARISM (a Fargo-based non-profit that works with lots of refugee families already). They have said it seems like a good fit for their foundation and have suggested we apply for funding, but there is no guarantee we will get it. We will be submitting that grant request to Bremer in the next few weeks and will only know if it has been approved a few months down the line. If we did get Bremer support for the part-time staff person, using Rotary DSG funds to provide advanced English language support would be a new angle to the funding we received last year, which was establishing basic English accessibility at 7 locations in the community. It would allow us to leverage multiple sources of funding to build a truly strong model that will continue to be a model for refugee integration in communities around the country.

Please let me know if I have (or haven't) answered your questions or concerns.. And let's schedule a time when I can come out to Pelican Rapids to either do a program on Project English for consideration by your club; or just to meet with your library and school leaders to discuss their thoughts on trying something similar there.

Heather

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**From:** david gottenborg <gott2134@loretel.net>  
**To:** Heather Andrea Ranck <haranck@yahoo.com>  
**Cc:** Herb Schmidt <herbandbon@cableone.net>; Diane Collins <bigfish@uslink.net>  
**Sent:** Tuesday, July 31, 2012 7:33 PM  
**Subject:** Re: DSG Application - Project English with FM Rotary Clubs

Heather

I understand your proposal and request for a MG of \$3,000 to support a part-time position. On the top of page 2 your application states:

**If our project does receive grant funding from one or more**



granting agencies, we would reimburse D5580 for its initial contribution if it is not needed.

Then on page 3 your application presents **two needs**.

...How we use DSG funding **will depend** on whether we receive funds from other granting agencies from where we are currently planning to apply in the next 2 months....

The second need covers the cost of adding additional licenses (rosetta stone). In the past, the committee has avoided funding like-projects a second-time. In other words, your application as it stands opens the door for discussions on how you intend to **use the funds**.

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**From:** [Heather Andrea Ranck](#)

**To:** [Herb Schmidt](#) ; [Diane Collins](#) ; [David Gottenborg](#)

**Cc:** [kkrafts@702com.net](mailto:kkrafts@702com.net) ; [Larry Ornberg](#) ; [Ryan McManus](#) ; [jtrombley@thevillagefamily.org](mailto:jtrombley@thevillagefamily.org) ; [Lynn Sperial](#) ; [Byrum Cartwright](#)

**Sent:** Tuesday, July 31, 2012 1:42 PM

**Subject:** DSG Application - Project English with FM Rotary Clubs

Hello David, Diane and Herb,

Please find attached the completed DSG Application form. We are requesting a \$3,000 match for the \$3,000 contributed by the Fargo-Moorhead Rotary Clubs. Please let me know if you have any questions or if you need any further information. The support of this committee and the 4 FM Rotary Clubs is helping make big impacts in the community. Thank you for your support.

Best regards,  
Heather Ranck