



Rotary International District 5580

District Grant Application

Grant # 17.2.09



Note: Rotarians completing this District Grant Application should submit this form to the appropriate Rotary International District 5580 Grants Committee Mentor (GCM) and 05580 Grants Committee Chair (GCC). Contact information is available at www.clubrunner.ca/5580 Forms to be submitted typed, not hand written.

NOTE: Select a box, double click on it. Then, from the sub-menu select checked or not checked, then click on Okay.

Application [document must be completed in its entirety, including signatures]

District Grant Project Title:	Andy & Elmer's Apple Dumpling Adventures for 2 nd Grade Students in Barnes County, North Dakota schools		
Primary Contact's Name:	Greg Carlson	Rotary Club:	Valley City Rotary Club
Phone:	(B): 701-845-7480	(C):	701-201-0262
	(H): 701-201-0262	(F):	701-845-3927
Email:	Gregory.Carlson@vcsu.edu		
Mentor's Name:	Keith Brokke	Phone:	rotarian.keith@gmail.com or kbrokke@borderstatespavimg.com
		Email:	g.com
Date Submitted	June 10, 2016	Estimated Timeline	(Upon district grant approval) September 2018

SECTION 1: PROJECT DESCRIPTION

Explanation: District Grants support the humanitarian service projects of Rotary clubs and districts. In this section, describe in detail the humanitarian need your project will address, the intent of the project, how the project will be implemented, and how Rotarians will be directly involved in the project. **Rotarian involvement is required and a one year timeline is requested (start to finish).**

Please provide the name of the project site, the city or village, state or province, and country. List multiple locations, if applicable.

Project site:	The following Barnes County Elementary Schools: Washington Elementary (Valley City), St. Catherine's School (Valley City), Barnes County North Elementary (Wimbledon), Midkota Elementary (Binford), Griggs County Central Elementary (Cooperstown), Litchville-Marion (Litchville), Maple Valley Elementary (Oriska)
City / Village:	The following towns in Barnes County, North Dakota: Valley City, Wimbledon, Binford, Cooperstown, Litchville, and Oriska
State / Province:	North Dakota
Country:	United States

Describe the project and the problem or need it will address, including the intended beneficiaries and how the project will benefit them. Provide the estimated length of time needed to complete the project including a START DATE and END DATE. **We could complete this project by September 2017.**

We are interested in introducing the Andy & Elmer Apple Dumpling Adventure to the Barnes county schools. We currently distribute dictionaries to 3rd graders in these schools. Enrollment numbers vary per year but this appears to be a fairly consistent average.

School	2015-16 - 2nd Graders
Valley City	79
St. Catherine's	8
Barnes County North	26
Midkota	16
Griggs County Central	19
Litchville-Marion	11
Maple Valley	20
Total	179

- For the smaller surrounding schools and St. Catherine's we are looking to provide one classroom kit and one hardbound picture book per school.
- For Valley City we would like to provide one hardbound picture book for each classroom and more than enough coloring & activity books for each student.
- We would like to provide bookmarks to the third grade students when we present them with their dictionary.
- We would also like to purchase the bookplate template so we can sticker each book before we distribute it.

We would anticipate starting the project upon grant approval and completing the project by September 2018.

The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

How will this project meet the mission of Rotary Foundation?

The purpose of this project is to advance understanding, goodwill, and peace, through supporting educational goals in the context of the Rotary International Four-Way Test.

Andy & Elmer's Apple Dumpling Adventure is the story of a young entrepreneur who starts an apple dumpling business. With the guidance of a mysterious voice, conveying the Four-Way Test, he turns his venture into a wonderful success and makes friends along the way. The story was written and illustrated by Andrew J. Shoup, a local children's book author and illustrator. And the book is jointly published by the Rotary Club of Fairborn and TokoBooks.

This project will provide 2nd grade students with a model example of behavior in living through the Four-Way Test. As an added benefit, this project will provide bookmarks with the Four-Way Test for 3rd grade students in the same schools upon receipt of their dictionaries. Once established, the Andy & Elmer project will sustain itself through activities of the Valley City Rotary Club in the same way that the Dictionary project has.

SECTION 2: PROJECT BUDGET

Explanation: For detailed information on what TRF will fund, please see *The Guide to Matching Grants* (144-EN). Official RI exchange rates can be found at www.rotary.org/en/AboutUs/SiteTools/DownloadLibrary/Pages/ridefault.aspx. Please use the most recent rate. Your estimated costs below must include quotes from a bona-fide vendor if costs for items exceed \$100.

Budget Item	Name of Supplier	Amount
Andy & Elmer Hardbound Picture Book (10 @ \$17.95 each)	Andy & Elmer's Apple Dumpling Adventures	\$179.50
Andy & Elmer Coloring & Activity Book (2 cartons @ \$180 each)	Andy & Elmer's Apple Dumpling Adventures	\$360.00
Andy & Elmer Classroom Kit (7 kits @ \$83.40 each)	Andy & Elmer's Apple Dumpling Adventures	583.80
Andy & Elmer Four-Way Test Bookmarks (2 bundles @ \$12.50 each)	Andy & Elmer's Apple Dumpling Adventures	\$25.00
Andy & Elmer Bookplate Template (1 @ \$10 each)	Andy & Elmer's Apple Dumpling Adventures	\$10.00
Shipping & Handling	Andy & Elmer's Apple Dumpling Adventures	169.00
		Subtotal
		Exchange rate used
		Total in U.S. dollars

You must substantiate your project with actual receipts when completing the Final Report or the Final Report will be returned as incomplete.

SECTION 3: PROJECT PLANNING

Explanation: Before an application is submitted to Rotary International District 5580 GC, project partners should discuss various planning details. The questions below are a guide to aid project planning. Note that a Rotary club/district or Rotarian may not own or benefit from anything purchased with grant funds.

Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (A Rotary club or Rotarian cannot own equipment.)

This project will not require the purchase of any equipment. All items purchased with grant funds will be used for Andy & Elmer implementation in the Barnes County, North Dakota schools noted above.

Will training in use and maintenance of technical equipment (including software) be provided? If so, who will provide training?

This project will not require use and maintenance of technical equipment or software, and thus no training will be required.

Describe how the benefiting community will maintain this project after grant funding has been fully expended.

This grant expenditure will allow establishment of the Andy & Elmer Apple Dumpling Adventures in Barnes County, North Dakota schools. Items such as the Andy & Elmer Hardbound Picture Books and the Andy & Elmer Bookplate Template will be one-time purchases for the schools. The Valley City Rotary Club will be able to support continuing costs of the program for the Andy & Elmer Coloring Books and the Andy & Elmer Bookmarks through membership contributions and fundraising activities.

Describe specific activities of the benefiting community partners in implementing the project.

The materials will be delivered to the aforementioned schools by Valley City Rotary Club members. Upon receipt, 2nd grade teachers will implement these educational activities.

How will the Rotarians who are members of the partner clubs be involved in the project? Please note that financial support is not considered active involvement. (See the District Grant application instructions for suggestions.)

The Valley City Rotary Club is not partnering with any other Rotary Clubs on this project.

Indicate what financial arrangements have been made to pay for this project (i.e. Are you working with other organizations or are Rotarian contributions a part of your funding)?

The Valley City Rotary Club will be able to support continuing costs of the program for the Andy & Elmer Coloring Books and the Andy & Elmer Bookmarks through membership contributions and fundraising activities including an annual Wine & Beer Tasting Social.

Have the sponsor clubs/districts planned and agreed to fund plumbing or electrification for equipment and appliances in existing buildings (hospitals, schools, libraries, orphanages, etc.)?

This project does not involve any plumbing or electrification, equipment, or appliances in existing buildings.

SECTION 4: ROTARY INTERNATIONAL DISTRICT 5580 - PRIMARY CLUB

Explanation: The Rotary International District 5580 primary club is the club sponsoring the project. A committee of at least three Rotarians from this club must be established to oversee the project. The primary project contact must be a member of the primary club identified below. The project committee must be composed of members of the sponsor Rotary club for club-sponsored projects or district for district-sponsored projects. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to this address. It is highly recommended that the primary contact (who receives all information from the District Grants Subcommittee) have an e-mail address to expedite communication.

Primary Club

Club	Valley City Rotary Club	Club ID number	1423	Club Secretary/District 5580 Club Runner/Diane
District	5580	Country	USA	

Primary Contact:

Name:	Gregory Carlson	Member ID:	8912599	Club Secretary/District 5580 Club Runner/Diane
Club:	Valley City Rotary Club			
Rotary position:	Board Member			
Address:	839 Hanna Avenue			
City:	Valley City			
State/Province:	North Dakota	Postal code:	58072	Country: USA
E-mail:	gregory.carlson@vcsu.edu	Cell phone:	701-201-0262	
Home phone:	701-201-0262	Office phone:	701-845-7480	Fax:

Project Contact #2:

Name:	Megan Zarbano	Member ID:	8938209	
Club:	Valley City Rotary Club			
Rotary position:	Board Member			
Address:	1043 5 th Street SE			
City:	Valley City			
State/Province:	North Dakota	Postal code:	58072	State/Province:
E-mail:	handyhardware@hotmail.com	Cell phone:	701-490-1633	
Home phone:	701-490-1633	Office phone:	701-845-1332	Fax:

Project Contact #3:

Name:	Keri Ihry-Hodem	Member ID:	8452063	
Club:	Valley City Rotary Club			
Rotary position:	President			
Address:	5459 48 th Avenue South			
City:	Fargo			
State/Province:	North Dakota	Postal code:	58104	State/Province:
E-mail:	keri.ihryhodem@nd.usda.gov	Cell phone:	701-840-8159	
Home phone:	701-840-8159	Office phone:	701-845-5150 x108	Fax: 855-814-3102

Explanation: An additional contributing partner is a Rotary club or district who is not the sponsoring club or the host club. The additional contributing partner primary project contact must be a member of the additional contributing Rotary club identified below and must be committed for the duration of the grant process from application through implementation and final reporting. Please provide the primary address for additional contributing Rotary club(s) and district partner(s), as all Rotary information will be sent to this/these address (es). It is highly recommended that the primary contact(s) (who receives all information from the D5580 Grants Committee) have an e-mail address to expedite communication.

Additional Contributing Club #1 - NO ADDITIONAL CLUBS PARTICIPATING

Club _____ Club ID number: _____
District **5580** Country: **USA**

Additional Contributing Club #1 Primary Contact:

Name: _____ Member ID: _____
Club: _____
Rotary position: _____
Address: _____
City: _____
State/Province: _____ Postal code: _____ Country: **USA**
E-mail: _____ Cell phone: _____
Home phone: _____ Office phone: _____ Fax: _____

Additional Contributing Club #2

Club _____ Club ID number: _____
District **5580** Country: **USA**

Additional Contributing Club #2 Primary Contact:

Name: _____ Member ID: _____
Club: _____
Rotary position: _____
Address: _____
City: _____
State/Province: _____ Postal code: _____ Country: **USA**
E-mail: _____ Cell phone: _____
Home phone: _____ Office phone: _____ Fax: _____

Additional Contributing Club #3

Club _____ Club ID number _____
District **5580** Country: **USA**

Contributing Club #3 Primary Contact:

Name: _____ Member ID: _____
Club: _____
Rotary position: _____
Address: _____
City: _____
State/Province: _____ Postal code: _____ Country: **USA**
E-mail: _____ Cell phone: _____
Home phone: _____ Office phone: _____ Fax: _____

SECTION 6: PROJECT FINANCING

Explanation: Clearly list all financing in U.S. dollars noting which funds will be contributed in cash and which will be contributed from District Grant Funds (DGF). The district Rotary Foundation Committee Chair must authorize use of District Grant Funds.

Project finances must match projected project budget.

NOTE: No funds should be spent and no work should be started on this specific project prior to official Rotary International District 5580 Grants Committee approval. Upon approval, a notice will be sent to the sponsors informing them of approval and providing detailed instructions on how and where to submit their contributions and reports.

RI District 5580 Rotary clubs	Cash (US\$)	DGF (US\$)	DRFC Chair D-5580	DRFC Chair Authorization	Dist. Governor D-5580	Dist. Governor Authorization
Valley City Rotary Club	663.65	663.65				
Total 0-5580 Club & DG Funds	663.65	663.65	Keith Brokke		Herbert Schmidt	
Subtotals, Cash and DGF	663.65	663.65				
TOTAL Cosponsor contributions	1327.50					
Additional non-Rotarian outside funding (not matched by or forwarded to RI District 5580)	\$0					
Total project financing (Must equal Project Budget page Total)	1327.50					

SECTION 7: AUTHORIZATIONS

Explanation: Authorizations ensure that all partners are aware of, and interested in, pursuing the described project. By signing below, the current club presidents for club-sponsored projects and current district grants subcommittee chair for district-sponsored projects, as well as the committee members, agree to the criteria listed and affirm their support of the project.

All Rotary clubs, districts, and Rotarians involved in this project are responsible to The Rotary Foundation (TRF) for the implementation of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. Parties may either sign this page or submit a separate letter of commitment.

By signing the next page below, we agree to the following:

- All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application. Any alterations or changes in scope must have the expressed approval of the D5580 Grants Committee Chair.*
- The club/district agrees to undertake this project as an activity of the club/district.*
- We ensure all cash contributions (as detailed in Project Financing) will be forwarded directly to the project account after RI D-5580 Grants Committee approval of the grant.*
- RI D-5580, RI and TRF may use information contained in this application to promote the project by various means such as district publications, The Rotarian, the RI international convention, RVM: The Rotarian Video Magazine, etc.*
- The partners agree to share information on best practices when asked, and RI D-5580 and TRF may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.*
- To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from TRF grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (NOTE: Any and all exceptions must be explained in an attached statement.)*
- The club agrees to comply with all applicable terms and conditions of "The Rotary Foundation Memorandum of Understanding" and "The Rotary Foundation Future Vision RI District 5580 Addendum to The Rotary Foundation Club Memorandum of Understanding". The Rotary Foundation, RI D-5580 Audit Committee and/or the RI D-5580 District Foundation Compliance Officer have the authorization to audit the project at any time.*

District 5580 Rotary Club	
<input type="checkbox"/>	Club president (club-sponsored)
<input type="checkbox"/>	District grants subcommittee chair (district-sponsored)
Name	Keri Ihry-Hodem
Title	President
Rotary Club	Valley City Rotary Club
District #	5580
Signature	Keri Ihry-Hodem
Date	7-19-16

Primary Contact #1 (RI District 5580)	
Name	Gregory Carlson
Signature	Gregory Carlson
Date	7-19-2016
Project Contact #2	
Name	Megan Zarbano
Signature	Megan Zarbano
Date	7-19-16
Project Contact #3	
Name	Keri Ihry-Hodem
Signature	Keri Ihry-Hodem
Date	7-19-16

SECTION 8: COOPERATING ORGANIZATION

Explanation: A *cooperating organization* is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization.

If this project involves a cooperating organization (neither a Rotary club nor the beneficiary of the project), provide the following:

Name of organization:	The Valley City Rotary Club will sponsor this project. This project does not involve other cooperating organizations.		
Street Address:			
City, State/Province:	Postal code:	Country:	
Office phone:	Fax:		
E-mail:	Web address:		

In addition to the above, the following must be attached:

1. Its responsibilities and how it will interact with Rotarians

2. The organization's agreement to cooperate in any financial review of the project

SECTION 9: FINAL REPORT

Explanation: Although all partners are responsible for completing progress and final reports, the D-5580 Grants Committee requires that one partner takes primary responsibility for submitting the final report to the D-5580 Grants Committee Chair Person. It is recommended but not required that the club or district receiving the funds should take primary responsibility. In any case, this signature of reporting responsibility should be that of one of the primary club's/districts project contacts.

"By signing below, our club/district accepts primary reporting responsibility."

Print Name:	Gregory Carlson	Signature:	Gregory Carlson
District:	5580	Rotary Club:	Valley City Rotary Club

SECTION 10: D-5580 GRANTS COMMITTEE MENTOR REVIEW

Explanation: The D-5580 Grants Committee Chair will assign a mentor to help in preparing the District Grant. Once the mentor is satisfied that the application is complete, the mentor will sign off (below). Applications cannot be submitted without the mentor's signature.

"On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete, meets all TRF guidelines, and is eligible for funding."

GC Mentor: _____ Signature: _____

District: **5580** Date: _____

SECTION 11: COMPLETION CHECKLIST

Before submitting your District Grant application, please take a moment to review this checklist. If you have any questions or concerns, please contact the appropriate District Grants Mentor or D-5580 Grants Committee Chair Person.

NOTE: To select a box, double click on it. Then, from the sub-menu select checked or not checked, then click on Okay

- ☐ The project meets all grant policies and guidelines (see *The Guide to Matching Grants* [144-EN] or the RI Web site at www.rotary.org).
- ☐ The project description clearly states how the project will assist those in need.
- ☐ The activities of Rotary International District 5580 clubs are clearly explained. The Rotarians will be actively involved in the project.
- ☐ The District 5580 club(s) and partners have created committees to oversee the project. These individuals are correctly listed on the application with their complete contact information.
- ☐ A detailed, itemized budget is included in the application.
- ☐ All partner contributions are listed in the application, noting which contributions will be cash and which will be DGF.
- ☐ The Rotary Club President and District Grants Committee Chair from District 5580 (and partner(s)) have provided their authorizing signatures.
- ☐ All committee members (three for projects within D-5580) have provided their authorizing signatures.
- ☐ or ☐ N.A. If a cooperating organization is involved, the following letters are included with the application:
 - 1. ☐ or ☐ N.A. A letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial review of the project.
 - 2. ☐ or ☐ N.A. A letter of endorsement from the NGO partner confirming that the cooperating organization is reputable and works within the laws of that community / country,
 - 3. ☐ or ☐ N.A. If the project involves a revolving loan or microcredit, are the Revolving Loan Fund Supplement and Credit Group Plan included?
- ☐ The DRFC chair has provided his/her signature authorizing the use of District Grant Funds.
- ☐ The District Governor has provided his/her signature authorizing the use of District Grant Funds.
- ☐ The D-5580 Grants Committee Mentor has certified the application as complete and eligible.
- ☐ The Rotary Club (and partners) have made copies of all documents for their files prior to submitting electronically to District 5580 Grants Chair Blake Crosby bcrosby@far.mldco.net and Diane Collins bigfish@uslink.net Diane will post to the District website www.clubrunner.ca15580 for the D-5580 Grants Committee to review.