



Rotary International District 5580

District Grant Application

Grant # 17.2.11



*Note: Rotarians completing this District Grant Application should submit this form to the appropriate Rotary International District 5580 Grants Committee Mentor (GCM) and D5580 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:		Center For Changing Lives Renaissance Program Bedroom Furnishings	
Primary Contact's Name:		Rotary Club:	
Chris Sward		Duluth Skyline Rotary	
Phone: (B):	218-341-5758	©:	218-341-5758
(H):	218-721-5953	(F):	
Email: csward2000@cs.com			
Mentor's Name:		Phone:	218-316-2928
Michael Cochran		Email:	rOwmaster@hotmail.com
Date Submitted		Estimated Timeline	
July 28, 2016		July , 2016 –April 30, 2017	

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: **Lutheran Social Services Center for Changing Lives**

City / Village: **Duluth**

State / Province: **Minnesota**

Country: **US**

Describe the project and the problem or need it will address, including the intended beneficiaries and how the project will benefit the community in need. Provide the estimated length of time needed to complete the project including a START (cannot start prior to July 1st) and END DATE.

Lutheran Social Services (LSS) operates with a philosophy that integrated services, in alignment and cooperation with other community resources, is a permanent solution to homelessness. The new Center for Changing Lives will meet the needs and challenges of homeless and at-risk youth in Duluth and the Arrowhead Region in a comprehensive manner to ensure the long-term needs of youth are being met. Rather than a quick fix of short-term shelter, the Center for Changing Lives will offer a long-term support system to end homelessness for the youth being served. Immediate safety needs will be met, allowing youth to participate in transformative programming so that they have the opportunity to live and work in the community.

Specific elements of programming include the Renaissance Program, for which the Duluth Skyline and Harbortown Rotary Clubs are proposing to furnish each of the 10 bedrooms each with bed frames, platforms which allow for under bed storage, chest of drawers, nightstand and a chair. Following is a description of the living program and physical space and attached is the floor plan for each floor of the facility including Renaissance Transitional Housing (3rd floor).

- ***Renaissance Program***, is a ten bedroom transitional living program. A safe living environment for up to 18 months for homeless youth aged 18-24 is provided, while these young people develop sustainable solutions for their situations. In this new location, program participants will have their own 150 square foot room, and will share bathrooms, laundry, a kitchen and pantry, rooftop deck and the flexible communal living areas. This housing service will be staffed by LSS 24/7, 365 days a year.

The construction phase is expected to be underway in July 2016, and is estimated to take approx. 10 months. Completion including the installation of all furnishings and move-in is targeted for April 2017.

***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?***

In addition to ten units of permanent supportive housing and ten transitional living units, the following comprehensive programs and services for the residents very much speak to the mission of The Rotary Foundation:

- ***Health*** - A free walk-in ***Teen Clinic for youth ages 13-24*** will be located on site to provide primary and preventative care. The clinic will be approximately 450 square feet and will be located near the main entrance on the first floor to facilitate access for Center for Changing Lives residents and others using Center services.
- ***Alleviation of Poverty - LSS' runaway program*** offices, where the runaway programming guides youth to family reunification where feasible, or to safe housing. One part-time staff person will be located in the Center for Changing Lives.
- ***Education - LSS' Truancy Intervention program*** which works to remove students' barriers to regular school attendance. Two staff persons will provide services out of the Center for Changing Lives.
- ***Education & Alleviation of Poverty - LSS' "Oh No 18!"*** (ONE) program for youth aging out of foster care to receive education, support and case management as they transition to independent living. Four staff will be housed in a dedicated suite of approximately 1,200 square feet, and will have their own conference, storage, and office spaces.

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.

[illegible]

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.)

Lutheran Social Services will own, maintain and secure all of the furnishings.

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

While no technical equipment will be purchased with Rotary funding, LSS mandates that all residents follow codes of behavior that include respectful care of their surroundings. This includes the furnishings in all private bedrooms and public living spaces.

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

LSS will fund the youth housing programs through multiple financial resources, including federal and state grants, as well as private philanthropy from congregations, foundations, and individuals. Funds are raised and secured through a comprehensive development approach, including grant writing, a major giving program, special events, and an annual fund. Service clubs such as Rotary also support the ongoing need to fund programming, as well as providing volunteers and in-kind donations.

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

Both Skyline and Duluth Harbortown Rotary Clubs approached LSS to determine what involvement Rotary could play in the Center for Changing Lives. Both Clubs strongly believe in the mission of supporting area youth in need and our involvement in this very important project - by supplying bedroom furniture for the Renaissance Program – is an opportunity for us to demonstrate this commitment to youth in our community.

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

There will be a definite hands-on component to this project. Rotarians will transport these furnishing to each bedroom, and will unpack, install and ready the bedrooms for residents.

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 Skyline and Harbortown funding for the furniture has already been secured through each Club's fundraising efforts and has been officially allocated with Board approval from each Club's '16-'17 budgets.

Lutheran Social Services has secured funding for the portion not covered by Rotary.

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.)?

No

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	Duluth Skyline	Club ID number-	1396	Club Secretary/District 5580
District	5580	Country	USA	Club Runner/Diane

Primary Contact:

Name:	Chris Sward	Member ID:	8637661	Club Secretary/Found ation Chair/Diane
Club:	Dultuh Skyline Rotary			
Rotary position:	President			
Address:	4058 Schultz Road			
City:	Duluth			
State/Province:	MN	Postal code:	55803	Country: USA
E-mail:	Csward2000@cs.com	Cell phone:	218-341-5758	
Home phone:	218-721-5953	Office phone:	218-341-5758	Fax:

Project Contact #2:

Name:	Todd Peyton	Member ID:	1749508	
Club:	Duluth Skyline Rotary			
Rotary position:	Community Service Chair			
Address:	3667 Crosby Road			
City:	Cloquet			
State/Province:	MN	Postal code:	55720	Country: USA
E-mail:	todd@proctorbank.com	Cell phone:	218-393-5663	

Home phone:

Office phone: 218-628-1088

Fax:

Project Contact #3:

Name: Earl Rogers

Member ID: 425308

Club: Duluth Skyline Rotary

Rotary position: Community Service Committee Member

Address: 432 Rustwood Lane

City: Duluth

State/Province: MN

Postal code: 55804

Country: USA

E-mail: earl@duluth-travel.com

Cell phone:

Home phone: 218-728-3012

Office phone: 218-727-8711

Fax:

SECTION 5: ROTARY INTERNATIONAL DISTRICT 5580**ADDITIONAL CONTRIBUTING ROTARY CLUBS or DISTRICT PARTNERS**

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

Club: Duluth Harbortown

Club ID number: 21611

District: 5580

Country: USA

Additional Contributing Club #1 Primary Contact:

Name: Patricia Finney

Member ID: 2220460

Club: Duluth Harbortown Rotary

Rotary position: Community Service Chair

Address: 2085 Old North Shore Road

City: Duluth

State/Province: MN

Postal code: 55804

Country: USA

E-mail: Patricia.finney@hmkbc.com

Cell phone: 218-461-6827

Home phone: 218-525-1074

Office phone: 218-336-4218

Fax: n/a

Additional Contributing Club #2

Club: N/A

Club ID number:

District: 5580

Country: USA

Additional Contributing Club #2 Primary Contact:

Name: N/A

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 #3Club **N/A**
District **5580**Club ID number
Country **USA****Contributing Club #3 Primary Contact:**Name: **N/A**

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
Skyline Rotary Club	2000	2000				
Harbortown Rotary Club	4000	4000				
Total D-5580 Club & DG Funds	6000	6000	Keith Brokke		Herb Schmidt	
Subtotals, Cash and DGF	6000	6000				
TOTAL Cosponsor contributions	12,000					

Additional non-Rotarian outside funding (not matched by or forwarded to RI District 5580)	2,060
Total project financing (Must equal Project Budget page Total)	14,060

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.***

Primary Contact #1 (RI District 5580)	
Name	Chris Sward
Signature	
Date	July 27, 2016
Project Contact #2	
Name	Todd Peyton
Signature	
Date	July 27, 2016
Project Contact #3	
Name	Earl Rogers
Signature	
Date	July 27, 2016

District 5580 Rotary Club	
<input checked="" type="checkbox"/>	Club president (club-sponsored)
<input type="checkbox"/>	District grants subcommittee chair (district-sponsored)
Name	Chris Sward
Title	Club President
Rotary Club	Sklyine Rotary Club
District #	5580
Signature	
Date	July 27, 2016

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: N/A

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:

-) Letter of participation from cooperating organization that specifically states:
 - Its responsibilities and how it will interact with Rotarians
 - 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: Chris Sward

Signature:

District: 5580

Rotary Club: Skyline Rotary

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: Michael Cochran

Signature:

District: 5580

Date:

RI District 5580

Revision: January 03, 2016

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.midco.net and Diane Collins bigfish@uslink.net Diane will post to the District website www.clubrunner.ca/5580 for the D-5580 Grants Committee to review.