



The Rotary Club of Thunder Bay (Port Arthur)

Box 33016
Red River Rd.
Thunder Bay, Ontario
P7B 0B1

March 31, 2015

Mr. Blake Crosby
D5580 Grants Committee Chair

Dear Blake:

Re Rotary Clubs of Thunder Bay 2016-17 District Grant Application

The Rotary Clubs of Thunder Bay have approved funds to engage in a 2016-17 District Grant Application – Local Community Project in support of the Salvation Army in its commitment to improving the lives of the disadvantaged in and around Thunder Bay.

We, in concert with other community partners, are providing the funds to equip a newly purchased vehicle as a fully operational *Community Response Unit* (Soup Van) to replace two outdated units currently in service. Total cost of the retrofit is CAN\$55,533.00 not including taxes. Please see attached Quotation and Floor Plan from *Pinewood Ford*. The Rotary Clubs of Thunder Bay have collectively committed US\$8,000 and are requesting matching District Grant funds.

All three Thunder Bay Clubs are excited to continue their ongoing volunteer and financial support to the Salvation Army in their latest endeavor. The new *Community Response Unit* will not only serve daily, as a Soup Van, but will be available for Disaster Relief in the form of Emergency Response to major events such as the 2012 flood that left hundreds of homes without, electric, water and sewer service for several months.

We trust this application is complete. If you have any questions or need more information, please do not hesitate to contact me. Thank You for your consideration.

Yours in Rotary Service

A handwritten signature in black ink that reads "Vonnice Cheng".

Vonnice Cheng
RC Thunder Bay (Port Arthur)
President 2016-17
Vonnice.cheng@sunlife.com
(807) 346 8880 ext. 2280



Rotary International District 5580

District Grant Application

Grant # 17.1.03



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:		Salvation Army – Soup Van	
Primary Contact's Name:	Vonnie Cheng	Rotary Club:	Thunder Bay (Port Arthur)
Phone: (B):	(807) 346 8880 ext. 2218	©:	
Phone: (H):	(807) 345-0542	(F):	
Email:	vonnie.cheng@sunlife.com		
Mentor's Name:	Roly Turner	Phone:	(807) 683 3609
		Email:	rotaryroly@tbaytel.net
Date Submitted	March 31, 2016	Estimated Timeline	July – September 2016

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:	
City / Village:	Thunder Bay
State / Province:	Ontario
Country:	Canada

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. To equip the new Salvation Army Community Response Unit to serve as a fully operational Soup Van to replace two outdated units that, provide, hot soup, sandwiches and dessert, as well as a variety of clothing items to approximately 100 underprivileged men, women and children, 365 days a year, at two locations in Thunder Bay. As well, it will be available to respond to emergency disaster events such as floods, both in and outside the city of Thunder Bay, as part of a multi-organization Emergency Operations Committee. The van retrofit is scheduled to be completed between early July and September 2016.

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? This will meet the mission of TRF by serving some of the most disadvantaged people including the homeless in Thunder Bay and outlying area, providing the basic necessities of life.

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.) **Salvation Army, Thunder Bay.**

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

YES; vehicle operational and maintenance training as well as safe food handling training will be provided by Salvation Army.

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

The benefiting community being the community of Thunder Bay and surrounding area includes private citizens, business and service organizations that provide financial and volunteer support the Salvation Army in all its endeavors.

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

The ultimate beneficiaries of this project are not directly involved in the implementation however; the greater community has long identified the need and supports the service.

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.)

Members of all three Thunder Bay Clubs are involved “hands on” with Salvation Army on a number of fronts including the existing *Soup Van*. Rotarians volunteer to staff the van on its regular evening tours as well as Emergency Response to a major flood in 2012. We staff the annual Christmas Kettle Campaign and the Port Arthur Club continues in its *Field of Greens* Partnership (DSG13.1.01) community garden providing fresh produce for the adjacent men’s shelter. Rotarians will continue to volunteer in the new *Soup Van*.

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 Thunder Bay Rotary Clubs are working with other contributors including the Salvation Army Headquarters, the Meighen Foundation and private donors in order to secure the entire budget.

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	Thunder Bay (Port Arthur)	Club ID 1387	Club Secretary/District 5580 Club Runner/Diane
District	5580	Country	Canada

Primary Contact:

Name:	Vonnie Cheng	Member ID:6843272	Club Secretary/Found ation Chair/Diane
Club:	Thunder Bay (Port Arthur)		
Rotary position:	Club President 2016-17		
Address:	61 Maple Leaf Crescent		
City:	Thunder Bay		
State/Province:	ON	Postal code:	P7B 4J9
E-mail:	vonnie.cheng@sunlife.com	Cell phone:	(807) 252 1888
Home phone:	(807) 345 0254	Office phone:	(807) 346 8880 ext. 2218
		Fax:	(807) 346 8885

Project Contact #2:

Name:	Darren Fisk	Member ID:	8284552
Club:	Thunder Bay (Port Arthur)		
Rotary position:	Club President 2015-16		
Address:	1485 John Street Road		

City:	Thunder Bay		
State/Province:	ON	Postal code:	P7G 1J1
		Country:	Canada
		Cell phone:	(807) 766 2085
E-mail:	darrenfisk@hotmail.com		
Home phone:	(807) 768 3632	Office phone:	(807) 766 2085
		Fax:	

Project Contact #3:

Name:	Brenda Winter		Member ID:	8533936	
Club:	Thunder Bay (Port Arthur)				
Rotary position:	Club President Elect 2016-17				
Address:	1117 Home Ave				
City:	Thunder Bay				
State/Province:	ON	Postal code:	P7E 3B6	Country:	Canada
E-mail:	bgwinter@lakeheadu.ca		Cell phone:	(807) 629 9092	
Home phone:		Office phone:		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		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:	
E-mail:		Cell phone:			
Home phone:		Office phone:		Fax:	

Additional Contributing Club #2

Club:		Club ID number:	
District:	5580	Country:	

Additional Contributing Club #2 Primary Contact:

Name:	Clint Kuschak		Member ID:	3422585
Club:	Thunder Bay (Lakehead) ID:21827			
Rotary position:	Club Treasurer			
Address:	331 N. Harold St			

City:	Thunder Bay		
State/Province:	ON	Postal code:	P7C 4C7
E-mail:	ckuschak@shaw.ca	Cell phone:	
Home phone:	(807) 623 8983	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
Thunder Bay (Port Arthur)	\$4,000	\$4,000				
Thunder Bay (Lakehead)	\$4,000	\$4,000				
Total D-5580 Club & DG Funds	\$8,000	\$8,000	Roly Turner		Craig Loughery	
Subtotals, Cash and DGF	\$8,000	\$8,000				

TOTAL Cosponsor contributions	\$16,000
Additional non-Rotarian outside funding (not matched by or forwarded to RI District 5580)	\$25,650
Total project financing (Must equal Project Budget page Total)	\$41,650

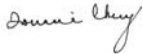


SECTION 7: AUTHORIZATIONS


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	Vonnie Cheng
Signature	
Date	March 31, 2016
Project Contact #2	
Name	Darren Fisk
Signature	
Date	March 31, 2016
Project Contact #3	
Name	Brenda Winter
Signature	
Date	March 31, 2016

District 5580 Rotary Club	
<input checked="" type="checkbox"/>	Club president (club-sponsored)
<input type="checkbox"/>	District grants subcommittee chair (district-sponsored)
Name	Vonnie Cheng
Title	President 2016-17
Rotary Club	Thunder Bay (Port Arthur)
District #	5580
Signature	
Date	March 31, 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:

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

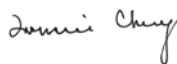
SECTION 9: FINAL REPORT

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: Vonnie Cheng

Signature:



District: 5580

Rotary Club: Thunder Bay (Port Arthur)

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: **Roly Turner**

Signature:



District: **5580**

Date: **March 31, 2016**

SECTION 11: COMPLETION CHECKLIST

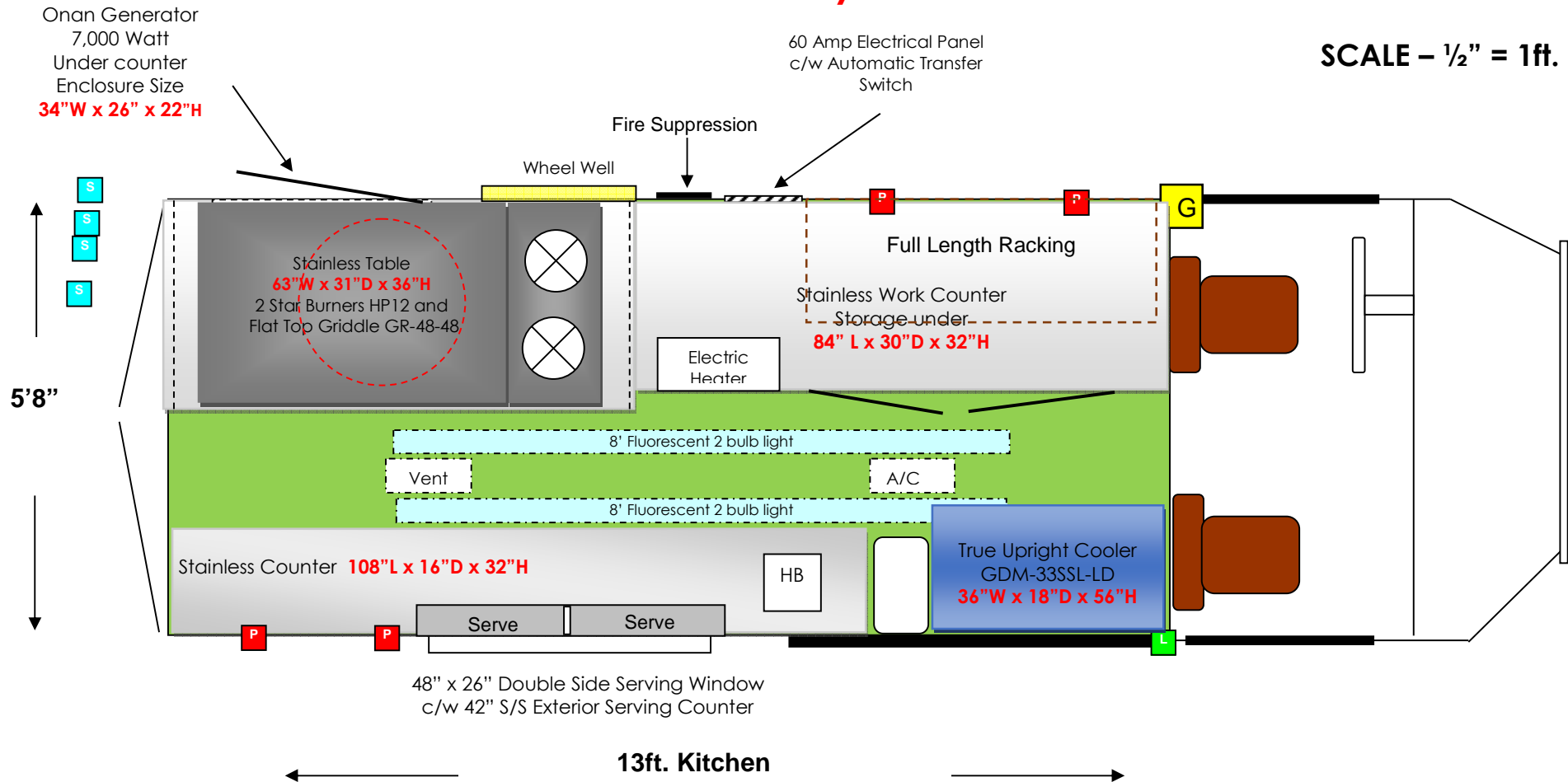
Before submitting your District Grant application, please take a moment to review this checklist. If you have any questions or concerns, please contact the appropriate District Grants Mentor or D-5580 Grants Committee Chair Person.

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.

Salvation Army - 13ft. Kitchen

SCALE - 1/2" = 1ft.



Steve Kostiuk **ph:** 807-766-2062

Prepared by Pizza Trucks of Canada Inc. Copyright © 2016

QUOTE -2016-0210-a

DATE: February 18, 2016

To: Steve Kostiuk
Commercial/Fleet Manager
Pinewood Ford Limited
640 Memorial Ave
Thunder Bay, On
P7B 3Z5
807-766-2062 Direct
807-344-9611 Main
807-629-9675 Mobile
807-345-3831 Fax

Email: steve@pinewoodford.com

Business No:

Terms: To follow

MANUFACTURING & FIXTURES SUPPLIED

- 1 – Custom 48" x 26" double serving window c/w sliding glass and screens
- 1 – 9" x 9" hand wash basin
- 1 – 16"D x 108"L custom stainless steel serving countertop
- 1 – 30"D x 84"L work counter c/w doors
- Stainless steel sink and hand basins have been welded and polished into the custom top. Sinks are positioned to allow for a drain board at one end
- 1 – Custom stainless steel removable insert that fits into the 3-compartment sinks for additional working space when sinks are not in use
- 1 – 31"D x 72"L custom stainless steel countertop (over Generator, Contains electric heater)
- 1 – 4" **Waltec** center set c/w gooseneck spout
- 1 – Hand towel and hand soap dispenser
- 1 – 2-gallon Electric hot water tank
- 1 – 9-gallon plastic, potable, custom fresh water tank
- 1 – 13-gallon plastic, wastewater tank
- 1 – 750 watt thematically-controlled heater for plumbing compartment
- 1 – 120V **Sureflo** pump for the hot and cold water systems
- City water inlet, shut-offs, interior waterlines supplied, exterior sewer dump c/w 10ft. discharge hose
- 1 – 2.1/5/lb fire extinguisher c/w mounting bracket
- 1 – 60 Amp 6-breaker **Simmons** electrical panels c/w all interior and exterior wiring
- 1 – 60 Amp automatic transfer switch from generator to land power
- 2 – 8ft fluorescent 2 bulb light fixture c/w plastic health protection covers.
- 2 – exterior single head rab lights c/w 75-watt spotlights
- 1 – 53/lb **Manchester** permanently-mounted propane saddle tank
- 1 – Custom propane header c/w lines, shut offs, regulator
- 1 – **Onan Quietpac** – 7,000 watts electric start generator c/w hour meter, interior remote start, muffler and mounting brackets (generator piped directly into truck gas tank)
- Floors, ceilings and walls are strapped, insulated, vapor-barriered, and covered with ½" plywood prior to metal installation.
- 1 – 13" x 21" crank-style rooftop escape hatches
- Walls and ceilings are finished in white powder-coated metal and trimmed in aluminum
- The floor is seamless, coved commercial linoleum c/w black nosing and aluminum trim
- Manufacturing, labor, materials and shop supplies all included
- ESA electrical inspection included
- TSSA paperwork completed but inspection must take place in Thunder bay
- All equipment secured to walls and ceilings for travel

FOOD EQUIPMENT

- 1 – **True** GDM-33SSL-LD Upright cooler
 - 1 – **Castle** Flat Top Griddle GR48
 - 1 – **Castle** 2 Star burners HP12
 - 1 – **Custom 60"** Stainless steel Canopy
 - 1 – **Acme PRU135** 1800 cfm commercial roof fan
 - 1 – **Custom fold down 68" x 7"** Stainless steel exterior serving counter
 - 1 – 1500 Watt Electric heater c/w thermostat (permanently-mounted)
 - 1 – 13,500 BTU rooftop air-conditioning unit
 - 1 – **Ansul** Fire protection system (powder system not liquid)
-

EXTRAS IF REQUIRED

NOTE:

- If truck cab requires detailing, polishing & painting, the cost will be extra
- All mechanical if required, will be extra
- All extras will be approved by customer prior to commencing work

TRUCK SHIPPING OPTIONS

If required. We will pick up the truck; airfare, fuel, travel expenses, and labor are included in a cost of \$2.50 per mile one-way for delivery (distance determined by Mapquest).

Customer has the option to pick up their truck from the dealers

Customer Pick Up - It is recommended to travel at 55mph, approximately 500 miles day, for engine safety and best fuel consumption. Trucks will average 10 – 12 miles per gallon.

WARRANTIES

- **Pizza Trucks of Canada Inc.** warranties all workmanship, mechanical, electrical, plumbing, woodworking, metal fabricating, and flooring, for one full year.
- Manufacturer's warranties and manuals are in your truck operations manual. It is important to read the Start Up Instructions on all of the equipment.
- Prior to start up on any propane equipment, you must schedule a qualified technician to recheck calibrations, gas pressure, and bypass testing.
- All warranty work must be approved prior to work commencing. Such warranties will be void if the damage to the components were caused by neglect of the owner.
- Warranty commences upon delivery of your pizza truck.
- All interior commercial food equipment, if supplied by **Pizza Trucks of Canada Inc.** comes with a one-year manufacturers warranty and is N.S.F. approved.

Quote accepted: \$55,533.00 + taxes and fees (to be determined)

Signature

Date

*Once quote is accepted a \$500.00 deposit is required then your CAD floor plans will be prepared.
Your deposit will be applied to the purchase price.*