



**Rotary International District 5580**  
**District Grant-Local Community Project**  
**2017-18 Application**



**Grant #** \_\_\_\_\_

*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](http://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: **Blessing in a Back Pack**

Primary Contact's Name: **Colin Bruce** Rotary Club: **Thunder Bay (Port Arthur)**

Phone: (B): \_\_\_\_\_ ©: **(807) 474-8080**  
(H): **(807) 768-8566** (F): \_\_\_\_\_

Email: **cbruce@com-sol.ca**

Mentor's Name: **Jim McDonald** Phone: **(807) 345-8845**  
Email: **jmcdonal@tbaytel.net**

Date Submitted \_\_\_\_\_ Estimated Timeline **August 1, 2017 to June 30, 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: **McKeller Park, Ogden Community and Sherbrook Public Schools**

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 August 1, 2017 and END DATE June 30, 2018.*

**Blessings in a Backpack, supports children and families who do not have enough food to eat, they provide children with a bag of food to take home to their families on the weekend. The not-for-profit organization fed 177 children last school year, but there is a waiting list for this year, so they're looking for community support.**

*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?*



**Help children's health and increase learning potential.** It is a well known fact that, children who have not had enough to eat, have trouble concentrating and learning at school. Children who do not get proper nutrition tend to be sick more often which also inhibits their ability to attend school and learn.

## **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](http://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.)**

**The Port Arthur Rotary club will purchase the food supplies and these supplies will be provided to the program organization on as needed basis.**

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

**N/A**

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

**This program is ongoing and has been operating for several years through donations from various groups. Our Rotary club hopes our involvement will allow the program to be expanded to other schools in our community. Blessing in a Backpack currently has a waiting list for children (families) in need. Historically they have found when they have expanded to other schools, their ability to increase donations has also increased.**

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

**The Blessing in a Backpack organization packs and distributes the bags of needy children. The food is supplied on the last school day prior to the weekend, to help provide health meals over the weekend. On long weekends additional food is supplied.**

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

**Port Arthur Rotarians will assist in the filling of the bags as well as assisting with the delivery of filled bags to various schools as volunteers. A recent canvas of our club members showed an interest in helping as volunteers.**

**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)?**

**We already have our funds in place and are not anticipating other partners.**

**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.)?**

**N/A**



#### 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)**  
District **5580**

Club ID number **1387**  
Country **USA**

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##### Primary Contact:

Name: **Colin Bruce** Member ID: **2370775**

Club: **Thunder Bay (Port Arthur)**

Rotary position: **Past President**

Address: **160 Island Ave.**

City: **Neebing**

State/Province: **Ontario**

Postal code: **P7L 0C1**

Country: **Canada**

E-mail: **cbruce@com-sol.ca**

Cell phone: **(807) 474-8080**

Home phone: **(807) 768-8566**

Office phone:

Fax:

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##### Project Contact #2:

Name: **Bill Everitt** Member ID: **424459**

Club: **Thunder Bay (Port Arthur)**

Rotary position: **Past President**

Address: **160 Whalen St.**

City: **Thunder Bay.**

State/Province: **Ontario**

Postal code: **P7A7J1**

Country: **Canada**

E-mail: **william.everitt@shaw.ca**

Cell  
phone: **(807) 355-4586**

Home phone: **(807) 767-5768**

Office  
phone:

Fax:

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##### Project Contact #3:

Name: **Matthew Diegel** Member ID: **1941035**

Club: **Thunder Bay (Port Arthur)**

Rotary position: **Member**

Address: **20 Farrand St.**

City: **Thunder Bay.**

State/Province: **Ontario**

Postal code: **P7A3H5**

Country: **Canada**

E-mail: **mhd15@tbaytel.net**

Cell  
phone: **(807) 629-6753**

Home  
phone: **(807) 344-6822**

Office  
phone:

Fax  
:

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#### 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 N/A  
District 5580

Club ID number:  
Country: USA

### Additional Contributing Club #1 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 #2

Club: \_\_\_\_\_ 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 #3

Club: \_\_\_\_\_ Club ID number: \_\_\_\_\_  
District: 5580 Country: USA

### Additional 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
Thunder Bay (Port Arthur)	1002.00					
5580 District Grant		1001.00				
Total D-5580 Club & DG Funds	2003.00		Keith Brokke		Debra Warner	
Subtotals, Cash and DGF	2003.00					
TOTAL Cosponsor contributions						
Additional non-Rotarian outside funding (not matched by or forwarded to RI District 5580)						
Total project financing (Must equal Project Budget page Total)	2003.00					

## **SECTION 7: AUTHORIZATIONS**


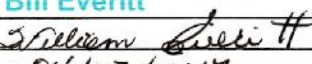

**Explanation:** Authorizations ensure that all partners are aware of, and interested in, pursuing the described project. By signing below, the current club presidents for club-sponsored projects and current district grants subcommittee chair for district-sponsored projects, as well as the committee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

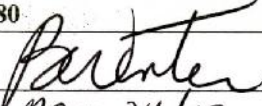
*All Rotary clubs, districts, and Rotarians involved in this project are responsible to The Rotary Foundation (TRF) for the implementation of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. Parties 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.*



<b>Primary Contact #1 (RI District 5580)</b>	
Name	Colin Bruce
Signature	
Date	March 24/17
<b>Project Contact #2</b>	
Name	Bill Everitt
Signature	
Date	24/03/2017
<b>Project Contact #3</b>	
Name	Matthew Diegel
Signature	
Date	March 24/2017

<b>District 5580 Rotary Club</b>	
<input type="checkbox"/>	Club president 2017-18 (club-sponsored)
<input type="checkbox"/>	District grants subcommittee chair (district-sponsored)
Name	Brenda Winter
Title	President
Rotary Club	Thunder Bay (Port Arthur)
District #	5580
Signature	
Date	Mar 24/17

## 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: **Blessing in a Backpack**

Street Address: **Ogden Community School – 600 McKenzie St.**

City, State/Province: **Ontario**

Postal code:

Country: **Canada**

Office phone: **(807) 622-9513**

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

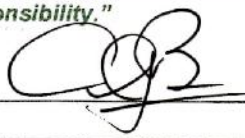
## SECTION 9: FINAL REPORT

**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: **Colin Bruce**

Signature:



District: **5580**

Rotary Club: **Thunder Bay (Port Arthur)**

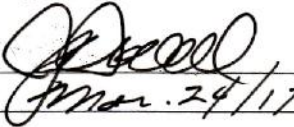
## SECTION 10: D-5580 GRANTS COMMITTEE MENTOR REVIEW

**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: **Jim McDonald**

Signature:



District: **5580**

Date:

Mar. 29/17



Jim McDonald  
31 Winnipeg Ave.  
Thunder Bay, On  
Phone: (807) 345-8845  
Fax: (807) 344-9863

## Rotary Club of Thunder Bay (Port Arthur)

# Fax

**To:** Cav-Tal

**From:** J.McDonald

Wholesale

**Fax:** (807) 622-7262

**Date:** March 23, 2017

**Phone:** (807) 623-7696

**Pages:** Cover Page Only

**Re:** Request for a quotation

**cc:**

☐ **Urgent**    ☐ **For Review**    ☐ **Please Comment**    ☐ **Please Reply**    ☐ **Please Recycle**

**•Comments:** The Port Arthur Rotary Club is looking into applying for a grant to assist a group called "Blessing in a Backpack". This group provides nutritional snacks to needy elementary school children to take home on weekends.

As part of the grant process we have to obtain quotes from different suppliers on the following list of products. Please fax back your quote to the above fax #. Thank You for your consideration.

- 120 – (398 ml) - cans of pasta or baked beans
- 120 – (284) - cans of soup
- 240 sachet of oat meal (individual or cups)
- 240 granola bars
- 240 fruit cups
- 120 – (170g) - tins of tuna
- 120 cups of Kraft Dinner - macaroni and cheese

*NOTE: WE HAVE  
A DEADLINE TO  
MEET SO WE NEED  
A QUICK REPLY*

701 Norah Crescent  
Thunder Bay, ON P7C 5H9  
807-623-7696 Phone  
807-622-7262 Fax  
[contact@cavtal.ca](mailto:contact@cavtal.ca) e-mail

**Cav-Tal Foods Ltd.**

# Fax

To: Jim McDonald From: RORY CAVA  
Fax: \_\_\_\_\_ Pages: 2  
Phone: \_\_\_\_\_ Date: MAR 23, 17  
Re: \_\_\_\_\_ CC: \_\_\_\_\_  
☐ Urgent ☒ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

THANKS JIM

HERE IS A QUOTE ON THE ORDER

TOTAL \$1,056.62

LESS \$100.00

*Rory*



# PICKING LIST

Order No.	Page
263714	1
Order Date	
March 23, 2017	
Shipment Date	

B  
I  
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O

CASH SALES - RORY CAVA

S  
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 ROTARY CLUB of THUNDER BAY  
PORT ARTHUR

Cust. No.	SP	PO No.	FOB Point	Weight	Ship Via
C043	HOUSE			0.00	OUR TRUCK

Qty Order	Description	Price	Unit
10.00	COMP. PASTA IN SAUCE 12x308ml	\$16.50	CSE
2.50	CAMPBELLS SOUP 48x284ml	\$42.50	CSE
4.00	QUAKER INSTANT OATMEAL 6x10pk	\$26.99	CSE
3.00	KELLOGGS NUTRI-GRAIN BARS 12x8pk	\$35.88	CSE
3.00	UNICO TUNA 48/7oz	\$69.99	CSE
10.00	KRAFT MICROWAVE CUPS 12x58g	\$15.99	CSE
10.00	DELMONTE FRUIT CUPS 6x4x107ml	\$19.99	CSE



March 25, 2017

To Whom It May Concern:

As the coordinator for Blessings in a Backpack - Thunder Bay, I am very grateful that the Rotary Club of Thunder Bay (Port Arthur) is willing to help us feed needy children in our community.

I realize that this is not necessarily an ongoing project but any effort to support our work is appreciated. We are willing to participate and interact with local Rotarians by having them volunteer as needed in the filling of backpacks, which we do on a weekly basis during the school year. We will also cooperate fully with a financial review of this project if and when it is required.

Yours sincerely,

AABakare

Amina Abu-Bakare  
Blessings in a Backpack - Thunder Bay