



Rotary International District 5580 District Grant Application



Grant # 17.1.07

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: Sharing Bread Soup Kitchen Equipment

Primary Contact's Name: Dolly Matten Rotary Club: Brainerd Lakes Sunrise Rotary Club

Phone: (B): 218.851.4292 ©: _____
(H): 218.851.4292 (F): 218.825.3636

Email: DollyMatten@edinarealty.com

Mentor's Name: Rick Bricker Phone: 218-330-4596
Email: Rotaryrick1953@yahoo.com

Date Submitted: 3-28-16 Estimated Timeline: (Cannot start before July 1) 7-5-16
Finish Date 8-25-16

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: Sharing Bread Soup Kitchen 923 Oak Street

City / Village: Brainerd

State / Province: MN

Country: 56401

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.

This project addresses some very basic, but necessary, needs of our local soup kitchen. We are in dire need of two large pieces of kitchen equipment that have exhausted their effective use and have grown unsafe to operate. In addition, there is a real need for serving flatware, dishes, and cleanup equipment.

Furthermore, the cost to replace the flooring is a bit too costly at this time; therefore, we are opting to have the carpets commercially steam cleaned to attempt to extend the life of its use.

We will commence this project July 5th with the ordering of the kitchen equipment and the hiring of the commercial carpet cleaning company. Our Rotary club will coordinate those days with the

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.)

Dolly Matten to coordinate with vendors for the purchase of the NSF Kitchen equipment/supplies. (See attached quote). Sharing Bread Soup Kitchen will be the beneficiaries of the purchased equipment and will take on the responsibility of all future maintenance and/or repairs.

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

Once the two pieces of equipment arrive, there will be an overview of how to use the equipment. Our club will also furnish step by step instructions that will stay affixed to the equipment and/or immediate surrounding.

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

The soup kitchen has been a symbol of hope and compassion for those in need since 1987. The Sharing Bread Soup Kitchen was in danger of closing its doors in 1997 when it lost its downtown location. The community pulled together to find a new location (923 Oak Street) and was met with a number of organizations that volunteer to serve 7 days a week to those in need of nourishment, a warm place to go, and a bit of relief from some of life's greatest struggles. Sharing Bread Soup Kitchen averages 10,950-22,000 meals annually to area residence who would otherwise go hungry. As the small town of Brainerd continues to grow; unfortunately, so does the need of those less fortunate.

Staff and volunteers have a proven track record of demonstrating proper care and maintenance of all equipment used at the soup kitchen. Currently both the coffee maker and the electric can opener have proven to be safety hazards The can opener does not turn off and the coffee maker does not function properly. Both items have exceeded their life expectancy. The tubs and cart are being purchased to aid in the gathering of dirty dishes after meals have been served. The dinnerware and serving spoons are a much needed addition to this kitchen as most of the dinnerware is a conglomeration of donated items The different sized vinyl gloves are required for safe food preparation and serving. Finally, the remainder of the proceeds are being used to have the carpets commercially cleaned. The soup kitchen has them done as often as they can; however, it varies in price from \$400-\$600 depending on the condition of the carpet.

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

The soup kitchen could not continue to function without the help and compassion of volunteers, funding, and donations from organization such as Rotary. The ability to extend a hand to an organization that never asks for anything yet helps so many local residents in their times of need.

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.)

Our club assist in the set-up of the equipment, overview of how to use the equipment, step by step instructions, and the overall assistance of moving tables and chairs out of the room to have the carpets commercially cleaned.

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)?

Brainerd Lakes Sunrise Rotary club will be funding \$1,500.00 of this project and are applying for a District Grant in an effort to obtain the remaining funds.

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.)?

Yes.

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

Brainerd Lakes Sunrise Rotary Club

District 5580

Club ID number Club Secretary/District 5580

Club Runner/Diane

Country USA

Primary Contact:

Name: Dolly Matten

Member ID:

Club
Secretary/Found
ation
Chair/Diane

Club: Brainerd Lakes Sunrise Rotary Club

Rotary position: Board Member - Membership

Address: 1730 Graydon Ave

City: Brainerd

State/Province: MN

Postal code: 56401

Country: USA

E-mail: DollyMatten@edinarealty.com

Cell phone: 218.851.4292

Home phone: 218.851.4292

Office phone: 866.336.9670

Fax: 218.825.3636

Project Contact #2:

Name: David Johnson

Member ID:

Club: Brainerd Lakes Sunrise Rotary Club

Rotary position: Treasurer

Address: PO Box 219

City: Brainerd

State/Province: MN

Postal code: 56401

Country: USA

E-mail: tallpine@brainerd.net

Cell phone: 218.838.0508

Home phone:

Office phone: 218.829.7449

Fax:

Project Contact #3:

Name: Gordon Winzenburg

Member ID:

Club: Brainerd Lakes Sunrise Rotary Club

Rotary position: Acting President

Address: 174 Birchridge Drive

City: Brainerd

State/Province: MN

Postal code: 56401

Country: USA

E-mail: gordy@cmgfinance.com

Cell phone: 218.820.3061

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
District 5580

Club ID number:
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: _____
District: 5580

Club ID number: _____
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
District 5580

Club ID number
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
Brainerd Lakes Sunrise	1500.00	1492.58				
Total D-5580 Club & DG Funds	1500.00	1492.58	Roly Turner		Craig Loughery	
Subtotals, Cash and DGF	1500	1492.58				
TOTAL Cosponsor contributions		0				
Additional non-Rotarian outside funding (not matched by or forwarded to RI District 5580)		0				
Total project financing <i>(Must equal Project Budget page Total)</i>		2992.58				

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	Dolly Matten
Signature	
Date	3-28-16
Project Contact #2	
Name	Dave Johnson
Signature	
Date	3-28-16
Project Contact #3	
Name	Gordy Winzenburg
Signature	
Date	3-28-16

District 5580 Rotary Club	
<input checked="" type="checkbox"/>	Club president (club-sponsored)
<input type="checkbox"/>	District grants subcommittee chair (district-sponsored)
Name	Gordy Winzenburg
Title	President
Rotary Club	Brainerd Lakes Sunrise
District #	5580
Signature	
Date	3-28-16

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: Sharing Bread Soup Kitchen

Street Address: 923 Oak Street

City, State/Province: Brainerd Postal code: 56401 Country: USA

Office phone: 218.829.4203

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: Dolly Matten Signature:

District: 5580 Rotary Club: Brainerd Lakes Sunrise 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.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.



March 28, 2016

Dolly Matten
Sunrise Rotary
Brainerd, MN

Dear Dolly,

Thank you for your interest in the Sharing Bread Soup Kitchen.

We truly appreciate your help in securing a Rotary grant and will cooperate in any way needed.

It will be a pleasure working with you.

Sincerely,







A handwritten signature in black ink, appearing to read "Ann Bergin".

Ann Bergin
Board Chair
Sharing Bread Soup Kitchen

WebstaurantStore

Cart



ITEM	QTY:	QTY	PRICE
 <p>6 oz. Black Coated Handle Ladle #92258355 - EACH</p>	Qty:	6	\$5.29
 <p>Vollrath 64406 Jacob's Pride 15" Heavy-Duty One-Piece Solid Stainless Spoon #92264406 - EACH</p>	Qty:	10	\$7.79
 <p>13" Slotted Basting Spoon #92246976 - EACH</p>	Qty:	10	\$1.49
 <p>Case of 1000 (10 Boxes of 100) Noble Products Medium Powdered Disposable Vinyl Gloves for Foodservice #394360M CASE - CASE</p>	Qty:	4	\$18.56
 <p>Case of 1000 (10 Boxes of 100) Noble Products Large Powdered Disposable Vinyl Gloves for Foodservice #394360L CASE - CASE</p>	Qty:	4	\$18.56
 <p>Case of 1000 (10 Boxes of 100) Noble Products Extra-Large Powder Free Disposable Vinyl Gloves for Foodservice #394365XL CASE - CASE</p>	Qty:	4	\$19.29



**Tuxton YPB-1203 12 oz. Embossed
Rim Bright White Sonoma China
Bowl 36/Case**
#303YPB1203 - CASE

Qty: 4 \$79.33



**Tuxton YPA-090 9" Embossed Rim
Bright White Sonoma China Plate
24/Case**
#303YPA9 - CASE

Qty: 7 \$62.59



**Choice 28" x 16" x 32" Knocked
Down 18 Gauge Stainless Steel 3
Shelf Utility Cart**
#922T00030 - EACH

Qty: 2 \$69.99



**20" x 15" x 7" Black Polypropylene
Bus Tub, Bus Box**
#70221157 BK - EACH

Qty: 5 \$2.99



**Edlund 266 Single-Speed Tabletop
Electric Can Opener - 115V**
#333266 - EACH

Qty: 1 \$569.00



**Bloomfield 8573D3 Koffee King 3
Warmer Right Stepped Automatic
Coffee Brewer - 120V**
#2878573D3 - EACH
Free Shipping

Qty: 1 \$489.99


Subtotal

\$2,319.55

Ship To: **56401**

Common Carrier

\$173.03

- Common Carrier W/ Liftgate  **\$218.03**
 - Common Carrier W/ White Glove  **\$483.03**
- Your products will ship via Common Carrier

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SERVICEMASTER OF BRAINERD

PO BOX 2805, BAXTER MN 56425
1-218-829-4076 PHONE & 1-218-829-9577 FAX

PROPOSAL

3-31-16

PROPOSAL SUBMITTED TO: Sharing Bread Soup Kitchen
 923 Oak St
 Brainerd MN 56401
 218-851-4292
 dollymatten@edinarealty.com

We hereby submit specifications and estimates for:

Carpet Cleaning Service – Main Dining Room and Hallway

Sub total.....\$466.45
Tax.....34.40
Grand total... \$500.85

******Quote based on phone conversation**

WE PROPOSE hereby to furnish material and labor – complete in accordance with the above specifications, for the sum of:

_____ Five hundred dollars and 85 cents _____

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature

Date

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature

Date