



District Grant Application Form 2020-2021

Complete and return to
Jennifer Warren, Grants Sub-Committee Chair
jennbill4@gmail.com
work: (405) 840-7911
cell: (405) 650-3384
fax: (405) 840-9718

Deadline to submit application: May 15, 2020

Final reports due: February 28, 2021

Rotary Club: _____

Project Description (if more space is needed attach additional pages)

1. Briefly describe the project. What will be done, when and where will project activities take place, and who are the beneficiaries? Outline your spending, publicity plan, use of Rotary wheel and which area of focus you have chosen.

a. Estimated start date of project: _____

b. Estimated completion date of project: _____

2. How many Rotarians will participate in the project? _____
3. What will they do? Please give at least two examples. _____

4. How many non-Rotarians will benefit from the project? _____

5. What are the expected long-term community impacts of the project?

6. If a cooperating organization is involved, what will be its role?
 Attach letter of participation from organization.

7. Our Club is in compliance with IRS reporting (Form 990)? YES NO (circle one)

8. Our Club will proceed with the project, even if full funding request is not granted?
 YES NO (circle one)

Financial Report (*Club must retain receipts of all expenditures*)

9. Income	Amount
1. District Grant funds to be received from the District	
2. Club Funds	
3. Other (explain)	
Total Project Income	

10. Estimated Expenditures (please be specific and add lines as needed)	
1.	
2.	
3.	
4.	
5.	
Total Project Expenditures	

11. **President's Attestations:** By signing this report, I confirm that to the best of my knowledge these District Grant funds will be spent only for eligible items in accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate. Receipts for all grant-funded expenditures will be provided to the district, along with a final report, publicity and use of Rotary wheel.

I attest that this grant application has been approved by the Board of Directors of the Club.

President's Signature _____ Date: _____

President's Name (please print): _____

President's Contact Information:
 Address: _____

Home Phone: _____ Office Phone: _____ Cell: _____

E-mail: _____ Rotary Club: _____

Rotary Club Contact Information:

Project Contact: Two Rotarians (one may be the President) must be listed who will provide oversight and management of the project funds for the entire duration of the project, even if it continues into another Rotary year.

Primary Contact

Name: _____

Rotary Position/Title: _____

E-mail: _____

Address: _____

Telephone: Home _____

Office: _____

Fax: _____

Cell: _____

Secondary Contact

Name: _____

Rotary Position/Title: _____

E-mail: _____

Address: _____

Telephone: Home _____

Office: _____

Fax: _____

Cell: _____



Club Financial Management Plan
for
The Rotary Foundation Grant Funds
For The
Rotary Club of

- 1. Our Rotary Club agrees to adhere to all Rotary Foundation bank account requirements, including the opening of a new non-interest bearing bank account, with two signatories, for each new Grant.**
- 2. Our Club agrees to maintain a standard set of accounts, including: a record of all income and disbursements and receipts for all expenditures.**
- 3. Our Club agrees to disburse grant funds directly to the Rotarians, vendors, and beneficiaries as approved in the grant application.**

Club President

Signature

Date

Grant Project Chair

Signature

Date

COMPLETION CHECKLIST

Before submitting your District Grant (DG) application review this checklist and make sure that it is complete. If you have any questions or concerns, contact the District Grants Sub-committee Chair.

- ___ Does the project meet **ALL** District Grant guidelines?
- ___ Has the sponsoring club appointed two contacts to oversee the project? Are these Individuals correctly listed on the application?
- ___ Has the club financial management plan been read and signed by the club president/s that will be in office during the year of the funding request?
- ___ Is there a detailed budget provided for the project?
- ___ Is there costs estimate from the supplier for each item.
- ___ Is a cooperating organization involved? If so, is there a letter from the organization, which specifically states how the organization will work together and how Rotarians will be involved and interact.
- ___ Have you outlined in detail how you plan to publicize the project and include the Rotary wheel?
- ___ Have you made copies of all documents for your files prior to submitting them to the District Grants Sub-committee?

Send the completed application and all attachments to:

**Jennifer Warren
District 5770 Grants Sub-Committee Chair**

jennbill4@gmail.com