

**ROTARY DISTRICT 5890 CHARITIES, INC.**  
**GRANT APPLICATION:**  
**2022 Houston HOC Convention Grant Funds**

The Rotary District 5890 Charities, Inc. – HOC Convention Grant Fund was established to specifically assist Clubs of District 5890 to fund their Community Service Projects and enhance Rotary’s Public Image in our Communities, therefore increasing Club Membership.

**Grant Criteria:**

- Applicant Rotary Club must be:
  - located within District 5890;
  - current on its District and Rotary International dues;

The project must be:

- held within the jurisdictional confines of Rotary District 5890;
  - actual project specifically addressing a local Community need. We encourage your club to use the six areas of focus as a guideline when selecting a project.
  - each club will be required to have a complete Public Image campaign as a part of the Service Project and must include at least three (3) media sources. See below for examples.
- Grant application must be signed by the Rotary Club President.
  - A Rotarian (may be the President) must be listed who will provide oversight and management of the project funds for the entire duration of the project receiving the funding.
  - The Rotary Club must provide a minimum of 25% of the requested Grant Amount for overall project.
  - Rotarian involvement is required
  - Partnering with other Rotary Clubs within our District is encouraged, but not required.
  - Cannot be used for overhead or operational costs of another non-profit organization.
  - Must be used in their entirety solely on the project for which the application was approved.
  - Cannot be used for reimbursement of funds already expended.

**Submission Deadline:** Submission dates are from July 1<sup>st</sup> – September 30<sup>th</sup>. The Grants Committee will meet in October and notify approved grants by October 31<sup>st</sup>. Final Grant Reporting is due June 30<sup>th</sup>. Copies of all paid receipts are mandatory.

Applicant Rotary Club: \_\_\_\_\_

Club Contact: Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Role of Club Contact in the Project: \_\_\_\_\_

Name of Project for which funding is requested: \_\_\_\_\_

Funding amount requested: \$\_\_\_\_\_ (Up to \$7,500.00)

Amount of funds to be contributed by the Rotary Club: \$\_\_\_\_\_

You may use additional pages to explain your project and your PI Campaign.

Submit Form via e-mail to PDG Rhonda Kennedy: [rhonda@specialkcattle.com](mailto:rhonda@specialkcattle.com)

**Funding Details:**

Income:

- 1. Club funds to be spent on Project (must be minimum 25% of line 2) \$ \_\_\_\_\_
- 2. HOC Grant Application Funds Requested \$ \_\_\_\_\_
- 3. Other Funding:
  - a. Other District 5890 Club Funding \$ \_\_\_\_\_
    - 1. Club \_\_\_\_\_ \$ \_\_\_\_\_
    - 2. Club \_\_\_\_\_ \$ \_\_\_\_\_
    - 3. Club \_\_\_\_\_ \$ \_\_\_\_\_
  - b. Corporate Donations \$ \_\_\_\_\_
  - c. Individual Donations \$ \_\_\_\_\_

**Total Income:** \$ \_\_\_\_\_

Project Expenses

- 1. \$ \_\_\_\_\_
- 2. \$ \_\_\_\_\_
- 3. \$ \_\_\_\_\_
- 4. \$ \_\_\_\_\_
- 5. \$ \_\_\_\_\_

Public Image Campaign Expenses

- 1. \$ \_\_\_\_\_
- 2. \$ \_\_\_\_\_
- 3. \$ \_\_\_\_\_
- 4. \$ \_\_\_\_\_
- 5. \$ \_\_\_\_\_

**Total Expenses (must equal Total Project Income)** \$ \_\_\_\_\_

# Grant Application

**Project Description:**

Describe the project, including its goals, how it will assist individuals or communities.

Please describe the Public Image Campaign that will be a part of this Project.

Please describe how you anticipate the Public Image Campaign will attract potential new members to your club.

**Rotary Involvement:**

Describe your Rotary Club's involvement with said project, including the number of club members anticipated to have an active role in the project for which the funds are being requested.

Are you partnering with other Rotary Clubs in this project? If yes, please identify the club(s) and briefly describe the partnership agreement (include agreements as to monies, time and Rotarian involvement).

**Community Involvement:**

Describe any community involvement with this project. If you are partnering with any non-Rotarian organizations in this project, please list the names of the organizations and their involvement).

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

**Financial Reporting:**

Have you applied for and granted any other matching grants for this project? If yes, please list the name of the organization from whom you requested funding and the amount of the funding?

Have you applied for and been granted any other funding for this project (outside donations)? If yes, please list the organizations or individuals and amounts granted.

**President's Attestation:**

By signing this report, I attest that these funds will be used specifically and solely for the project as described above; that my club will provide all necessary reporting documentation as required by District 5890 Charities, Inc. – HOC Convention Fund and that my club meets all of the criteria as defined under the Grant Criteria section of this application. I further attest that this application request has been approved by the Board of Directors of my Rotary Club:

**President's Signature:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Public Image ideas that will meet criteria:**

- a. Local Newspaper articles/ads
- b. Local Magazine articles/ads
- c. Local Television Coverage/ads
- d. Articles submitted to the Rotary Magazine (even if they are not printed by Rotary)
- e. Club websites and any enhancements to the Club Websites that include Project photos.
- f. Billboards
- g. Social Media Campaigns (Facebook, Twitter etc)