ROTARY DISTRICT 5910
DISTRICT GRANT APPLICATION CHECKLIST
2023-2024

APPLICATION DEADLINE - AUGUST 15, 2023
NO APPLICATIONS ACCEPTED AFTER DEADLINE

*** Complete this checklist and attach to your application

Rotary Club: _____

- ☐ Two club members have completed the online grants training (Modules 1 & 2) **prior to August 1, 2023**

- ☐ President and President-Elect (or VP) have executed and submitted the MOU

- ☐ Goals for Annual Fund and PolioPlus have been entered in Rotary Club Central

- ☐ Names of Foundation, Public Image and Membership Chairs have been entered in ClubRunner

- ☐ Club has paid District 5910 and Rotary International July 2023 invoices in full

- ☐ Club has a separate bank account or has established separate GL accounts for proper grant project accounting

- ☐ Club has no overdue reports for Global or prior year District Grants

- ☐ All application questions have been answered fully and completely

President's Signature: _____ Date: _____

President's Name: _____

D5910 District Grant Application 2023-2024

Complete and return to:
Bobby Chapman
District Grants Chair
409-351-9106

Email signed copy to:
bobbychapman.5910@gmail.com
by August 15, 2023

Rotary Club: _____

Our club is currently qualified under rules for Rotary District Grants.   ____ Yes   ____ No

Names of 2 members who completed Qualifications Training:

_____   _____

Anticipated Start Date _____   Expected Completion Date _____

Project Description

1. Briefly describe the project objectives and its location. Description must include (1) what will be done; (2) when and where project activities will take place; and (3) who are the beneficiaries.

2. Humanitarian Efforts: Describe how the project will benefit the community and/or improve the lives of the less fortunate.

3. Number of members of the community whose needs will be met by the implementation of this project. May include how project was identified.

4. Describe non-financial participation by Rotarians in the project (i.e., SPECIFIC Rotarian activities). What percentage of the club's members will be DIRECTLY involved in carrying out the project?

5. District 5910's grants will provide funding for an acceptable project. If the District can only provide partial funding, please describe what effect this partial funding would have on your project proposal and what adjustments might need to be made (scaling down of project and/or what other sources of funds would be used, etc.).

6. If this is an international project, explain the ways in which the host and international partners will communicate and work together to implement this project.

7. Publicity Plan: (1) How will the general public know this is a Rotary sponsored project? (2) What is your publicity plan? (3) What tangible Rotary recognition will be connected to this project? (4) Is the recognition permanent?

8. If the project involves a cooperating organization, please provide the name of the organization(s) and its role.

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

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

Note: Rotary Club Funds must equal or exceed District Grant Funds

10. Expenditures (please be specific and add lines as needed)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total Project Expenditures	

Note: Total Project Income must equal Total Project Expenditures.

11. **Presidents:** 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 as listed in Rotary's Terms and Conditions for District Grants, and that all of the information contained herein is true and accurate. Receipts for all grant-funded expenditures will be provided to the District. If a cooperating organization is involved in the project, the Club certifies that the cooperating organization will adhere to and abide by the Rotary Terms and Conditions for District Grants.

Clubs MUST submit the Final Grant Report within 30 days of project completion, but not later than June 1, 2024. Late submission of the Final Grant Report will affect future grant awards.

In addition, I confirm 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.

Primary Contact	**Secondary Contact**
Name: _____	Name: _____
Rotary Position/Title: _____	Rotary Position/Title: _____
E-mail: _____	E-mail: _____
Address: _____	Address: _____
Telephone: Home _____	Telephone: Home _____
Office: _____	Office: _____
Cell: _____	Cell: _____

Address To Mail Grant Payment

Name: _____

Address: _____

City, State Zip: _____