# RotaryMBS_RGB

# D-6040 District Grant

# 2019-20 CLUB PROJECT APPLICATION

Deadline April 1, 2019 – April 30, 2019

**[This is a MS Word fillable form. Move the cursor in the blank grey block areas and start typing]**

**District 6040 Grant Requirements:**

**Grant and Club Funds:**

* Grant funds may not be deposited in a club’s operating account; instead, clubs must establish and use a separate Club District Grant account. All funds related to the project (club and grant) must be deposited in the Club District Grant account, and all checks issued for the project must come from that account, with two signatures required.
* Funds must be used only as specified in the grant application budget. All receipts for budgeted and approved expenses **must be kept, matched to the invoice** and submitted with the final report for the project.

**Multi-Club Grant Applications:**

* Clubs are encouraged to partner with other D6040 Rotary Clubs to implement grants responding to community/humanitarian needs. Only one grant application is required and only one grant account is needed. All Club Presidents and Presidents-elect for the partnering clubs must sign the one application. These individuals must sign the multi-club signatory page as Club 2, Club 3, Club 4, etc. Signatories from Club 1 are considered the persons responsible for writing the grant application and final report.

**Grant Criteria:**

* Projects must be in a Rotary Area of Focus and address a community/humanitarian need.
* Preference in awarding grants will be given to clubs with a history of annual giving to the Rotary Foundation.
* District grants are limited to one per club unless there is a second round of grants because all district grants funds were not allocated in the first round. If there are additional application rounds, Clubs can ask for additional funds for their initial project or submit applications for a different project.
* The project must be a new project for the club. If the requested grant funds are for a same or similar project in a prior year, the club must explain how this expands or increases the outcomes started in previous years.
* The project must be completely or primarily sponsored by Rotary Club(s). Projects of other organizations will not be funded.
* The District grant may fund a specific part of a larger project. If so, briefly mention the overall project, but focus on the District Grant funded portion*.*
* No grant funds may be utilized to support the travel expenses or salaries of another organization, or the administrative, overhead, or operational costs of another organization.
* Conflict of interest policies must be applied. No grant funds may be used to directly benefit a relative, including spouses and children-in-law, of any Rotarian or Rotary employee unless competitive bids have been explored.

**Grant Partners:**

* No funds may be paid directly to a charitable organization, grant partner or Rotarian. If a partner organization is able to reduce budget costs because of their preferred/contracted vendors, please contact Kent Shelman at [kentshelman86@gmail.com](mailto:kentshelman86@gmail.com) before the application is submitted for information on options.

**Grant Application:**

* District Grant awards in 2019-20 will match every $1 club contribution, up to a maximum of $3,500, with $3 of grant funds, up to a maximum of $10,500, for a total project of $14,000. Additional funds may be contributed from a club or other sources, but will not be matched. Clubs may have projects that are less than $14,000.
* Include your club name as part of the file name in the electronic file, e.g. *Barton City 2019-20 District Grant Application*.
* Plans for publicity for the project (signage, websites, newsletters, etc.) must be identified in the grant application
* Grant applications and final reports should be submitted electronically as PDF files.

**Grant Implementation:**

* Club and/or District funds may not be expended and work on the project may not begin until the club is officially notified of grant approval by the District.

**Grant Final Report:**

* Copies of publicity, e.g., pictures of signage, newspaper clippings, screen shots of websites, letters from beneficiaries, copies of partner organization newsletters, should be submitted with the final report.
* All receipts for budgeted and approved expenses **must be kept, matched to the invoices** and submitted with the final report for the project.
* The project must be completed in its entirety and a final report submitted with invoices matched to receipts within 2 months of the completion of the project or by May 31, 2020 at the latest**. Clubs that miss the final report deadline will not be eligible for a district grant in 2020-21.**
* If clubs encounter implementation problems that suggest they may not be able to meet the report deadline, they should contact Kent Shelman immediately to obtain information about their options and be eligible for the 2020-21 District Grants.

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**Type of Humanitarian Grant:** Community/Humanitarian  International

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| **Club(s) #1** |  | **#2** |  | **#3** |  | **#4** |  |

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| **Project Start Date:** |  | **Estimated Completion Date:** |  |

**Note: If the project is part of a larger project, the portion of the project funded by the District Grant must be completed and the final report submitted by May 31, 2020.**

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| **Estimated Project Cost** | $ | **Club Contribution** | $ | **Requested DG funds** | $ |

**Estimated project cost MUST equal the club contribution plus the requested District Grant funds**

Can the project proceed with a partial award of the amount requested? Yes  No

If District Grant funds are limited, will you accept less than the full amount requested? What is the minimum award that you need to proceed with the project?$

1. **Briefly describe the project, its location, and its objectives.** The District grant may fund a specific part of a larger project. If so, briefly mention the overall project, but focus on the District grant- funded portion*.*

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**2. Describe how the project will benefit the community and improve the lives of the beneficiaries.**

Projects must meet a community/humanitarian need. The project must fit one of the Rotary Foundation’s six areas of focus, which are: **Economic and community development; Peace and conflict prevention/resolution; Disease prevention and treatment; Water and sanitation; Maternal and child health; Basic education and literacy.**

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**3.** **Describe non-financial participation of Rotarians in the project.** The project must include a “sweat equity” component of active participation by Rotarians for each club involved in the project. Planning, fundraising and publicity activities are not considered “sweat equity.”

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**4.** **Will an Interact or Rotaract Club be participating in the project? If so, please name the club and identify what will they contribute to the project:**

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**5. Cooperating Organization(s)** — Many projects involve an organization that will participate in the project or receive the benefit of the project. If so, please provide the name(s) of the organization(s) below and attach a letter of participation from each organization specifically setting forth its endorsement of the project and its cooperation with local Rotarians. *By signing this application, the Rotarian sponsors endorse the organization as reputable, responsible and acting within the applicable laws of the project site.*

Name(s) of Cooperating Organization(s)

**6. How will the general public know this is a Rotary-sponsored project**? Please provide details of plans for publicity, such as Club Programs, letters from recipients, community officials or agencies, social media coverage, newspaper coverage and TV or radio station coverage. Also, describe how the Rotary emblems will the displayed on or near the project. Please note that planning, publicity and fundraising are expected as part of the project but are not considered “sweat equity.”

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**7. Budget – Please complete the itemized budget below, including invoices, price sheets or other evidence of researched cost estimates for the project*.***Applications will not be accepted for review without a budget*.* The district grant may fund a specific part of a larger project; if so, the budget should focus solely on the district grant-funded portion of the project.

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| BUDGET AND FINAL REPORT GRANTS 2019-20 | | | |
|  | | | |
| INCOME: | | Budget Amount | Actual Receipt Amount |
| Sources of Income | |  |  |
| 1) District Grant Funds Received | | $ | $ |
| 2) Club Funds | | $ | $ |
| 3) Other (Specify) | |  |  |
| Total Project Income | | $ | $ |
|  | | | |
|  | | | |
| EXPENDITURES: | Name of Supplier | Budget Amount | Actual Receipt Amount |
| Budget Items |  | $ | $ |
| 1) |  | $ | $ |
| 2) |  |  |  |
| 3) |  |  |  |
| 4) |  |  |  |
| 5) |  |  |  |
| 6) |  |  |  |
| 7) |  |  |  |
| 8) |  |  |  |
| 9) |  |  |  |
| 10) |  |  |  |
|  | Total Expenditures | $ | $ |
|  | | | |
| Please attach with Budget, bid estimates | | | |
|  | | | |
| Please attach with Final Report, receipts and bank statements | | | |

**8. Project Contacts** — The club president must identify a club grant manager, but the club president is ultimately responsible for the management of the grant recordkeeping, funds and submission of all reports. If the project is an international project, one contact has to be from the international club outside D-6040.

**9. Authorization** — *By signing this application, the club leadership confirms that the President, President- Elect and Grant Manager of the sponsoring club understand and accept the Terms and Conditions for District Grants, as set forth by The Rotary Foundation and summarized above.*

We understand these terms and accept responsibility for complying with these requirements. We further understand that non-compliance with the Terms and Conditions of the Rotary Foundation will require our club to return the grant moneys approved for this project and will impact my club’s eligibility to apply for future grant moneys.

**Sponsoring Club or (Club 1 – if more than one club is sponsoring the project)**

**Club Grant Manager 2019-20:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name** |  | | | **Rotary Position/Title** | |  | |
| **Address** |  | | | | | | |
| **Telephone** |  | **Fax** |  | | **E-mail** | |  |

**Club President 2019-20:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name** |  | | | **Rotary Position/Title** | |  | |
| **Address** |  | | | | | | |
| **Telephone** |  | **Fax** |  | | **E-mail** | |  |

**Club President-elect 2019-20: (or President of the partner Club if the project is an international project)**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name** |  | | | **Rotary Position/Title** | |  | |
| **Address** |  | | | | | | |
| **Telephone** |  | **Fax** |  | | **E-mail** | |  |

See signature pages attached for multi-club applications

**Application Deadline: April 1, 2019-April 30, 2019. (First Round)**

Kent Shelman, Grants Chair, at [kentshelman86@gmail.com](mailto:kentshelman86@gmail.com)

*Application and reports may also be mailed to*:

Kent Shelman

2711 S. Lowe Rd

Blue Springs, Missouri 64015

Phone Number: 816-510-9945

**Multi-Club Sponsored Grants:**

**Club 2**

**Club Grant Manager 2019-20:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name** |  | | | **Rotary Position/Title** | |  | |
| **Address** |  | | | | | | |
| **Telephone** |  | **Fax** |  | | **E-mail** | |  |

**Club President 2019-20:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name** |  | | | **Rotary Position/Title** | |  | |
| **Address** |  | | | | | | |
| **Telephone** |  | **Fax** |  | | **E-mail** | |  |

**Club President-elect 2019-20: (or President of the partner Club if the project is an international project)**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name** |  | | | **Rotary Position/Title** | |  | |
| **Address** |  | | | | | | |
| **Telephone** |  | **Fax** |  | | **E-mail** | |  |

**Club 3**

**Club Grant Manager 2019-20:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name** |  | | | **Rotary Position/Title** | |  | |
| **Address** |  | | | | | | |
| **Telephone** |  | **Fax** |  | | **E-mail** | |  |

**Club President 2019-20:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name** |  | | | **Rotary Position/Title** | |  | |
| **Address** |  | | | | | | |
| **Telephone** |  | **Fax** |  | | **E-mail** | |  |

**Club President-elect 2019-20: (or President of the partner Club if the project is an international project)**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name** |  | | | **Rotary Position/Title** | |  | |
| **Address** |  | | | | | | |
| **Telephone** |  | **Fax** |  | | **E-mail** | |  |

**Club 4**

**Club Grant Manager 2019-20:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name** |  | | | **Rotary Position/Title** | |  | |
| **Address** |  | | | | | | |
| **Telephone** |  | **Fax** |  | | **E-mail** | |  |

**Club President 2019-20:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name** |  | | | **Rotary Position/Title** | |  | |
| **Address** |  | | | | | | |
| **Telephone** |  | **Fax** |  | | **E-mail** | |  |

**Club President-elect 2019-20: (or President of the partner Club if the project is an international project)**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name** |  | | | **Rotary Position/Title** | |  | |
| **Address** |  | | | | | | |
| **Telephone** |  | **Fax** |  | | **E-mail** | |  |

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