



**D-6040 District Grant**  
**2020-2021 CLUB PROJECT APPLICATION**  
Deadline July 15, 2020

[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.

**Grant Criteria:**

- Projects must be humanitarian in nature and must benefit a community need through one of The Rotary Foundation (TRF) areas of focus.
- Preference in awarding grants will be given to clubs with a history of annual giving to the Rotary Foundation.
- Clubs may submit one District Grant application. If District Grant funds remain after the first round of applications, there may be a second round at which time a club may submit a second District Grant application for a different project or expand the scope of the first grant submitted. If budgeted District Grant funds remain after a second round of applications, the District Grant Committee may use the funds for a district project approved by the District Rotary Foundation Chair and the District Executive Committee
- 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. 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, salaries, administrative, overhead, or operational costs of another organization(s).
- 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 Pat Kurtzeman at [pat.kurtzeman44@gmail.com](mailto:pat.kurtzeman44@gmail.com) before the application is submitted for information on options.

**Grant Application:**

- The maximum District Grant match request for 2020-2021 grant year is \$2,500. Club contributions will be matched \$1 (club) for \$1 (district) **up to a total of \$5,000** (Club plus District contribution). Additional funds may be contributed to the project by the club or other sources but will not be matched. Clubs may have projects that are less than \$5,000.
- Include your club name as part of the file name in the electronic file, e.g. *Barton City 2020-21 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., newspaper clippings, screen shots of websites, letters from beneficiaries, copies of partner organization newsletters, should be submitted with the final report.
- A picture of the completed project and any signage in jpg format must be submitted in a separate file(s) with the final report. If other pictures were taken during the project (i.e. Rotarians working on the project), please submit those also in the same format.
- 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 15, 2021 at the latest. **Clubs that miss the final report deadline will not be eligible for a district grant in 2021-22.**
- If clubs encounter implementation problems that suggest they may not be able to meet the report deadline, they should contact Pat Kurtzman immediately to obtain information about their options and be eligible for the 2021-2022 District Grants.

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

<b>Club</b>	Click or tap here to enter text.
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<b>Project Start Date:</b>	Click or tap to enter a date.	<b>Estimated Completion Date:</b>	Click or tap to enter a date.
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**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 15, 2021.**

<b>Estimated Project Cost</b>	\$ Click or tap here to enter text.	<b>Club Contribution</b>	\$ Click or tap here to enter text.	<b>Requested DG funds</b>	\$ Click or tap here to enter text.
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**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? \$ Click or tap here to enter text.

- 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.

Click or tap here to enter text.
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- Describe how the project will benefit the community and improve the lives of the beneficiaries.** Projects must be humanitarian in nature and must benefit a community need through one of the TRF’s areas of focus: *(Please check the area(s) of focus chosen.)*

- promote peace.
- promoting clean water, sanitation, and hygiene.
- support education.
- fighting disease.
- saving mothers and children.
- growing local economies.

Describe how /why the project will address the area(s) of focus chosen.

Click or tap here to enter text.

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

Click or tap here to enter text.

**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:**

Click or tap here to enter text.

**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)

Click or tap here to enter text.

**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 be 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.”

Click or tap here to enter text.

**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.

BUDGET AND FINAL REPORT GRANTS 2020`

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 bid estimates with budget if applicable.

Please attach receipts, cancelled check and bank statements with final report

- 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 must 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 the club’s eligibility to apply for future grant moneys.

**Sponsoring Club**

**Club Grant Manager 2020-2021:**

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

Name			Rotary Position/Title		
Address					
Telephone		Fax		E-mail	

**Club President 2020/2021:**

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

Name			Rotary Position/Title		
Address					
Telephone		Fax		E-mail	

**Club President-elect 2020-2021: (or President of the partner Club if the project is an international project)**

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

Name			Rotary Position/Title		
Address					
Telephone		Fax		E-mail	

**Application Deadline: July 15, 2020**

Pat Kurtzeman, Grants Chair, at [pat.kurtzeman44@gmail.com](mailto:pat.kurtzeman44@gmail.com)

*Application and reports may also be mailed to:*

Pat Kurtzeman  
2709 N. Lincoln St.  
Kirksville, MO 63501

Phone Number: 660/665-0428