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|  | Rotary District 6290  District Local Grant Application  2020-2021 |

**FUNDING REQUIREMENTS FOR 2020-2021**

Clubs may submit one (1) individual, local project per club or one (1) collaborative, local project with one or more clubs each year. Clubs must have contributed to the Annual Fund with an average of $100 per club member during the 2019-2020 Rotary year to be eligible for a District Local Grant Award. If the project is a collaborative project, each club must meet the giving requirement. In addition to one district local and one district international grant application, qualified clubs may submit a third grant application that will be reviewed in the event that excess funds are available after the initial round of grant approvals has been completed. Clubs can also serve as a partner on an unlimited number of grant applications.

**NEW FOR 2020:** Any member in an active leadership role for a grant project under application for the 2020 cycle who successfully completed the GMS for the 2019 grant cycle does not need to take it again for 2020.For questions as to who completed the GMS in 2019 look at the LIST OF 2019 GRANT CYCLE GMS GRADUATES on the district web site. This new ruling applies ONLY to every other year. In 2021 only 2020 completions can be exempted and 2019 completions will have to retake the 2021 GMS.

As of July 1, 2019, if a club has 20 or more members, least two (2) of its members must successfully complete the live or online Grant Management Seminar in 2019 or 2020 in order to qualify for a District Local Grant Award. As of July 1, 2019, if a club has less than 20 members, one (1) member is required to successfully complete a Grant Management Seminar in 2019 or 2020.

The Chair of your grant project committee must successfully pass the GMS and anyone (except for your Club President) signing your grant application must also be among those passing the GMS. These two can be the same person. Everyone must have completed the course before October 15th at midnight.

Clubs must complete and the district must receive by October 15, 2020, the Combined Club Memorandum of Understanding and District Addendum.

Club dues to both Rotary International and Rotary District 6290 must be received by October 15, 2020.

Clubs will receive up to a one-to-one match for funds contributed towards the project as outlined below.

Clubs will be required to participate, via conference call, in the District Grants Committee meeting on Tuesday, November 10, 2020, to briefly explain the grant request and answer any committee member questions.

All budget and financial information must be completed in US dollars.

Only funding from qualified Rotary District 6290 clubs will be matched.

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| **1. THE PROJECT** |

**Project Name:** (& Brief Descriptive Title)

**Dollar Value of Requested District Local Grant:** $

(Minimum $500 USD to Maximum $2,500/Club, Maximum $3,500/Club Collaborative Project)

Sponsoring Rotary Club:

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| --- | --- |
| Rotarian Chairperson for the Project: |  |
| Full Postal Address (include city and zip): |  |
| Home Phone: |  |
| Business Phone: |  |
| Cell Phone: |  |
| E-mail: |  |
| Year attended GMS |  |

Per Capita Club Annual Giving in 2019-2020: $\_\_\_\_\_\_\_\_\_

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| **2. DESCRIPTION OF PROJECT PROPOSAL** |

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| **Proposed Project** – summarize the project, along with its goals and objectives (include description of benefiting organization) |
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| **Area of Focus** - |
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| **Implementation Plan** – outline how the project will be carried out |
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| **Ownership** – who will be the final owner of any project equipment/materials/supplies? Cannot be a Rotary Club or Rotarians |
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| **Sustainability** – describe how your project is sustainable and for what period of time |
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| **Rotary Recognition** – summarize your plan how the project will gain community awareness for Rotary |
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| **Expenditure Budget** – a total project expenditures budget (must balance with revenue budget) |
| |  |  |  | | --- | --- | --- | | Item Expense: |  | $ | | Item Expense: |  | $ | | Item Expense: |  | $ | | Item Expense: |  | $ | | Item Expense: |  | $ | | Item Expense: |  | $ | | Item Expense: |  | $ | |  | **Total** | **$** | |

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| **Revenue Budget** – a total project revenue budget (must balance with expenditure budget) |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | | Column A |  | Column B | | Your Rotary Club Contribution | | $ | District Match | $ | | List Participating Rotary Clubs, Others & Amounts | | | | | | Club Name |  | $ | District Match | $ | | Club Name |  | $ | District Match | $ | | Club Name |  | $ | District Match | $ | | Other Organization |  | $ |  |  | | Other Organization |  | $ |  |  | |  | Total | $ | Total | $ | | Total of Columns A&B: $ | | | | | |

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| **What will be the impact on the project if full funding from the district is not available?** |
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| **Start Date** – Estimated start date of the project |
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| **Completion Date** – Estimated completion date of the project |
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| 3. OTHER PARTICIPATING ROTARY CLUB(S) |

Complete this section **only** if the project involves another Rotary club. Attach a signed letter from the club president confirming their contribution amount and willingness to cooperate with your Rotary club’s project.

Name of Club(s):

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| 4. OTHER PARTICIPATING ORGANIZATION(S) |

Complete this section **only** if the project involves another, non-Rotary organization. Attach a signed letter from the organization’s president confirming their contribution amount and willingness to cooperate with your Rotary club on this project.

Name of Organization(s):

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| 5. PROJECT ON-GOING MAINTENANCE REQUIREMENTS |

Complete this section **only** if the project requires on-going maintenance to keep the project sustainable. Attach a signed letter from the organization’s leader confirming their willingness to cooperate with your Rotary club to maintain the project over a specified period of time.

Name of Organization(s):

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| 6. ROTARY CLUB PROJECT COMMITTEE |

A Project Implementation Committee of at least **two Rotarians** must be established for the project. It is the Project Committee’s responsibility to coordinate the project, monitor funds and provide reporting and financial accounting to the District Grants Committee. The chairperson of the Project Committee (as listed above) will be responsible for successful project completion and compliance with District Local Grant reporting requirements.

The other committee members:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Mailing Address: |  | Mailing Address: |  |
| Home Phone: |  | Home Phone: |  |
| Cell Phone: |  | Cell Phone: |  |
| Business Phone: |  | Business Phone: |  |
| Email Address: |  | Email Address: |  |
| Year Attended GMS |  | Year Attended GMS |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Mailing Address: |  | Mailing Address: |  |
| Home Phone: |  | Home Phone: |  |
| Cell Phone: |  | Cell Phone: |  |
| Business Phone: |  | Business Phone: |  |
| Email Address: |  | Email Address: |  |
| Year Attended GMS |  | Year Attended GMS |  |
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| **. TERMS AND CONDITIONS FOR THE DISTRICT LOCAL GRANT** |

**1. Program Requirements**

Use of all grant funds must comply with these Terms and Conditions.

Grants must respect the wishes of the receiving community and strive to understand and appreciate its traditions and culture.

Grants require the direct involvement of Rotarians to:

1. Assess community needs and develop a project plan;
2. Establish a committee of at least two Rotarians to oversee the expenditure of funds;
3. Oversee grant funds;
4. Implement project(s);
5. Provide training, education, and outreach where applicable;
6. Provide evidence of community involvement and ownership;
7. Organize meetings with local service providers, local officials and/or recipients;
8. Promote the project in the local media.
9. On-going monitoring and evaluating the project;

**2. Policies**

Projects must be initiated by the Rotary Club making the application.

Grant funds cannot be used for:

1. construction or renovation of buildings (see District Grants Policies);
2. salaries, stipends, or honorariums;
3. operating expenses of another organization;
4. personal or professional development.

**3. Guidelines**

1. The District Grants Committee will accept applications from July 1 through October 15, 2020.
2. Incomplete applications will be returned to the Club and may or may not be considered depending on availability of funds.
3. The Grants Committee will review a Club's application only if that Club's District 6290 and Rotary International dues are paid by October 15, 2020.
4. The Grants Committee will award grants based on project merit, amount of request, amount of club’s contribution toward the project and submitting the club's past contributions to The Rotary Foundation Annual Fund. If a club does not meet grant reporting deadlines, it will not be eligible to apply for a District Grant for two complete Rotary years.
5. The Grants Committee will entertain requests from $500 USD up to $3,500 USD, but may choose to approve an amount less than the requested amount. However, it will not be for an amount less than $500 USD.

**4. Reporting Requirements and Final Payment Procedure**

The sponsoring Rotary Club must submit a report (Report format is on the District web site under Our Foundation and District Grants) on the use of District Grant funds every 12 months and a final report within 30 days of completion. The final report must include:

1. A report **(electronic)** that provides detail of all expenses. For auditing purposes, please retain all original receipts and submit copies with the final report;
2. Documentation of Rotarian participation in the implementation of the Grant, which reflects the required Rotarian activities and includes **six photographs** **(electronic)** appropriate for publicizing the completed project;
3. A narrative that includes information on the implementation of the project(s) and how experience gained from it will inform/guide the District for the next Rotary year.

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| **8. APPLICATION FORM COMPLETION CHECKLIST AND QUESTIONS** |

Please complete all sections of the form and note that incomplete applications will not be considered. Grant awards will be between $500 USD and no more than $2,500 USD per club unless the project is a collaborative one, in which case the maximum request per club is $3,500.

Before submitting this application, the following checklist and questions **must be completed below** to make sure your application is complete.

**Have you:**

* Completed all of the sections of the application form?
* Attached, if appropriate, a letter of support from any participating Rotary Club as requested in section 3?
* Attached, if appropriate, a letter of support from any affiliated organization as requested in section 4?
* Obtained the signature of the sponsoring Rotary Club President on this application?
* Have you checked to see if the project complies with all applicable legal and safety requirement of the community?
* Have you checked with your club president or club treasurer to ensure that your Rotary International and District 6290 dues have been paid? \_\_\_\_\_\_\_\_\_\_\_
* Does your club have any outstanding reports from other Rotary grant projects? \_\_\_\_\_\_\_\_\_
* What was your Club’s per capita contribution last year? \_\_\_\_\_\_\_\_\_\_\_\_
* If your club membership as of July 1, 2019 was less than 20 members, did at least one member from your club successfully complete a Grant Management Seminar in 2019 or 2020? \_\_\_\_\_\_\_\_\_
* If your club membership as of July 1, 2019 was 20 members or more, did at least two members from your club successfully complete a Grant Management Seminar in 2019 or 2020? \_\_\_\_\_\_\_\_\_
* Has your club submitted their Signed Memorandum of Understanding/Addendum Form? \_\_\_\_\_\_\_\_\_

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| 9. ROTARY CLUB COMMITMENT |

The following signature of the sponsoring Rotary Club President for the period during which the project will be undertaken (2020-2021 Rotary year) confirms the following:

1. All information contained in this application is true and accurate to the best of our knowledge; this application meets the criteria that is set out below for Terms and Conditions for the District Local Grant;
2. The club has agreed to undertake this project as an activity of the Club and organization (if any) involved;
3. We understand and will comply with the required Rotarian activities and reporting requirements as stated;

d. We agree that a final report will be provided within one month after project completion and a progress report will be submitted no later than October 15, 2021 whether or not the project is completed.

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| Rotary Club of | Date: |
| 2020-2021 Club President  Print Name: | Signature: |
| Club Project Committee Chair, who attended a Grant Management Seminar  Print Name: | Signature: |
| Club Project Committee Member, who attended a Grant Management Seminar  Print Name: | Signature: |
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| 10. PLEASE SEND COMPLETED APPLICATION FORM AND ALL ATTACHMENTS ELECTRONICALLY IF POSSIBLE TO | |

**Tom Manderscheid, Rotary District 6290 Grants Committee Chair**

[**grantschair@ridistrict6290.org**](mailto:grantschair@ridistrict6290.org)616-402-1637

If you have any questions or concerns, please contact the District Grants Committee Chair as listed. Further information regarding project eligibility is also available at the District website at [www.ridistrict6290.org](http://www.ridistrict6290.org).

RI publishes comprehensive Terms and Conditions for all grants, available for download on the district web site under Our Foundation and Foundation Grants:

**The Rotary Foundation Seven Areas of Focus**

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| Promoting Peace | Supporting Education |
| Fighting Disease | Growing Local Economies |
| Providing Clean Water, Sanitation, and Hygiene | Supporting the Environment |
| Saving Mothers and Children |  |