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| A logo for rotary foundation  Description automatically generated |  Rotary District 6290District International Grant Application 2024-2025 |

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| **INTERNATIONAL GRANT FUNDING REQUIREMENTS FOR 2024-2025** |

## **This Rotary year, due to the limited funds available for our district international and local grants, each qualified club may only apply for one district international or one district local grant.**

1. A district international grant will be awarded between a minimum of $1,000.00 to a maximum of $5,000.00 in district matching funds.
2. Additional qualified or unqualified clubs may participate in an international grant project; however, those funds will not be matched with district funds.
3. The committee’s intent is to fund all grant projects; however, if there are not enough district matching funds available to cover all of the grant projects, the committee will prorate the funds for distribution.
4. If after all regular grants are funded, and money is still available in our DDF, clubs with qualified partner clubs in their grant will be instructed to resubmit only the funding page and the grants committee will review to approve one qualified partner club match up to $2,500 or prorate this effort to the extent funds are available for clubs.

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| WHAT IS A DISTRICT INTERNATIONAL GRANT?  |

District 6290 International Grants support international humanitarian service projects aligning with Rotary’s seven areas of focus in another country. Rotary Clubs or districts from two countries work collaboratively to implement a project.

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| WHO CAN APPLY? |

Your District 6290 Rotary Club may apply if it is in good standing with Rotary International and Rotary District 6290 and your club must meet the following eligibility requirements

1. The Rotary Fund Contribution: Clubs must have contributed to the Rotary Foundation Annual Fund with an average of $100 per club member during the 2023-2024 Rotary year. If the project is a collaborative project, each club must meet the giving requirement to receive matched funds for the grant project.
2. Grant Management Seminar: As of July 1, 2023, if a club has 20 or more members, at least two (2) of its members (the project chair/grant writer and one other member of the project committee) must successfully complete the live or online Grant Management Seminar (GMS) in 2023 or 2024 with both signing the grant application. As of July 1, 2023, if a club has less than 20 members, only one (1) member (the project chair/grant writer) is required to successfully complete a Grant Management Seminar in 2023 or 2024 and sign the grant application. Everyone must have completed the course before October 15th at midnight.
3. Please Note:Any member listed as a Grant Committee Chairperson or Committee Member for a grant project under application for the 2024 cycle who successfully completed the GMS for the 2023 grant cycle does not need to take it again for 2024.This new ruling applies ONLY to every other year. In 2024 only 2023 completions can be exempted and 2022 completions will have to retake the 2024 GMS.If the club president is also the Project Chairperson/grant writer for the project they would also have to successfully complete the GMS.
4. Memorandum of Understanding and District Addendum: Clubs must complete and the district must receive by October 15, 2023, the Combined Club Memorandum of Understanding and District Addendum for 2024-2025 / 2025-2026.
5. International and District Dues: Club dues to both Rotary International and Rotary District 6290 must be received by October 15, 2024.
6. Final District Grant Reports: All clubs requesting matching funds must be current with Final Grant Report requirements for previously received grants. (Report format is on the District web site under Our Foundation and District Grants.)
7. Grant Committee Review Meeting: Clubs will be required to participate, via a Zoom conference call, in the District Grants Committee meeting on Tuesday, November 12, 2024, to briefly explain the grant request and answer any committee member questions.

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| GRANT POLICY FOR DISTRICT INTERNATIONAL GRANTS: |

1. **Durable Goods -** Sustainability has always been a desirous inclusion in all District Local Grants. Generally speaking, grantsthat provide “Durable Goods” to a beneficiary organization fulfill this desire for sustainability. This is sobecause the “Durable Goods” provide benefits beyond the year in which the grant was awarded.Grant requests for “Durable Goods” will be processed using all the same guidelines as in the past.
2. **Consumable Goods -** Some cases clubs have wanted to provide “Consumable Goods”, like food or cash cards to benefitting organizations. As stated above, these grants do not meet the desirous inclusion of sustainability, however they doprovide important benefits to the beneficiaries, so we will consider these grant projects.
3. **Grant Requests -** Grant requests for “Consumable Goods” will, effective in the Rotary Grant year 2024-2025, continue to beevaluated on their own merits, as in the past. In the case that a grant request for “Consumable Goods” is submitted on a recurring basis, it will only be awarded funds twice in any given five-year period. (Grant awards in past years do not count towards this two-in-five-years formula.)
4. **District Funds -** Clubs should avoid requesting District funds supporting the same projects/programs year after year such as to become part of the annual budget of the benefitting organization. Definition of “same” project/program is when the same project, program, entity or organization is being supported, or the same people are benefitting each year.
	1. In all cases, District grant funds left over and not used at the completion of the project must be returned to the District Grants Committee.
	2. Additional limitations on District Local Grant funds are on the District website under District Grant Fund Policies.

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| FUNDING LIMITS AND HOW TO APPLY: |

Your minimum request of $1,000 USD up to a maximum $5,000 USD per eligible Rotary Club in District 6290 will be considered for a District International Grant. The actual District International Grant Application Form follows on page 5.

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| WHAT ARE THE REQUIREMENTS OF A DISTRICT INTERNTIONAL GRANT? |

District International Grants must involve a (host) Rotary Club or district in the project country and your Rotary Club in District 6290, implementing a humanitarian project. Partners are expected to:

1. Maintain communication for the life of the project.
2. Establish a committee of at least three Rotarians to oversee the project.
3. Treat grant funds as a sacred and legal trust.

4. Maintain clear and accurate accounting records.

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| ALL PROJECTS MUST HAVE ACTIVE ROTARIAN PARTICIPATION AND OVERSIGHT: |

**Active participation can include:**

1. Managing project funds.

2. Visiting the project site on an as-needed basis.

3. The international and host partners share information via correspondence.

4. The partners share expertise.

5. Purchasing, shipping, or distributing items purchased.

6. Publicizing the project to local media and the district.

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| WHAT PROJECTS ARE ELIGIBLE FOR A DISTRICT INTERNATIONAL GRANT? |

District International Grants fund humanitarian projects that benefit a community in need. Many projects fall within this broad scope; however, certain items/activities are not funded through the program. The chart below gives a general eligibility outline. If you are unsure of the eligibility of your project, please contact the district 6290 Grants Committee.

| ELIGIBLE: | INELIGIBLE:  |
| --- | --- |
| Revolving loans/microcredit  | Establishment of a foundation, permanent trust, or long-term interest-bearing account  |
| Short-term rent or lease of buildings  | Purchase of land or buildings, rent for housing |
| Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, and other similar structures  | Construction or renovation of any structure in which individuals live, work, or engage in any gainful activity. This includes buildings, containers, mobile homes, or structures where individuals carry out any type of activity such as manufacturing, processing, mainte­nance, or storage, including provision of new services or upgrade of facilities  |
| Purchase of equipment or appliances  | Provision of plumbing or electrification inside buildings  |
| Short-term and/or contracted labor for project implementation  | Salaries for individuals working for another organization  |
| Administrative expenses for project activities  | Operating or administrative expenses of another organization  |
| Primary and secondary education, tuition, transportation  | Postsecondary education activities, research, or personal or professional development  |
| Domestic travel  | International travel  |
| Detailed, itemized expenses  | Contingencies, miscellaneous expenses  |
| Assistance to land mine victims | Land mine removal |
| Publicity expenses such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service | Rotary signage |
| Vaccines and immunizations, if the project is consistent with the criteria, procedures, and policies of the PolioPlus program and World Health Organization | Transportation of vaccines or immunizations by hand over national borders |
| New Rotary-sponsored projects not already in progress or completed | Projects already undertaken and in progress, existing projects, activities primarily sponsored by a non-Rotary organization, or projects already completed |
| Maternal and prenatal health and education | Purchase and distribution of birth control devices and ultrasound equipment for use in sex determination |
| Budgeted and itemized humanitarian goods | Unspecified or cash donations to beneficiaries or cooperating organizations |
| Humanitarian or service activities benefiting a community in need | Fundraising activities or expenses related to Rotary events such as district conferences, anniversary celebrations, or entertainment activities that do not include a humanitarian aspect |
| Secular, nonreligious activities that benefit a community in need | Projects that support purely religious functions at churches and other places of worship |

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| WHAT ARE THE REPORTING REQUIREMENTS? |

You must report at least every 12 months for the life of the project. A final report is due within 30 days of the completion of the project, which should be not later than two years after the grant is made. Project partners must be up to date on reporting for previous projects, or your Club will not be eligible to apply for any additional grants until all reports are completed.

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| THE ROTARY FOUNDATION SEVEN AREAS OF FOCUS: |

### Promoting Peace Supporting Education

### Fighting Disease Growing Local Economies

Saving Mothers and Children Supporting the Environment

### Providing Clean Water, Sanitation, and Hygiene

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| HOW TO SUBMIT THE APPLICATION: |

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| Completed applications should be sent electronically to: Linda Falstad, District 6290 Grants Committee Chair, **lindaf@ridistrict6290.org** **(Cell Phone) 616-218-1331** |

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|  |  Rotary District 6290 District International Grant Application 2024-2025 |

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| PROJECT DESCRIPTION  |
| **Explanation:** District International Grants support the humanitarian service projects of Rotary Clubs and districts. In this section, de­scribe in detail the humanitarian needs your project will address, the intent of the project, how the project will be implemented, and how Rotarians will be directly involved in the project. Involvement is required of both the host and international club partners.  |

1. Please provide the project name, and name of the project site, the city or village, state or province, and country. List multiple locations, if applicable.

|  |  |
| --- | --- |
| Project Name  |       |
| Project Site |       |
| City/Village |       |
| State/Province |       |
| Country |       |

1. Describe the project and the problem or need you will address, including the intended beneficiaries and how the project will benefit the community in need. Provide the estimated length of time needed to complete the project.

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1. Describe how the benefiting community will maintain this project after grant funding has been fully expended.

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1. Describe specific activities of the host and international partners in implementing the project. What will the Rotarians who are members of the partner Clubs do during the project? Please note that financial support is not considered active involvement.

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1. What is the Area of Focus for this project? If there is more than one Area of Focus, include in the list.

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1. What will be the impact on the project if full funding from the District is not available?

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| HOST PARTNER  |
| **Explanation: The host partner is the Club or district in the project country**. A committee of at least **three** Rotarians must be established to oversee the project. All three committee members must belong to the primary Club identified below for Club-sponsored projects or belong to Clubs in the district for district-sponsored projects. The committee members must be committed for the duration of the grant process. Please provide the primary contact information for all committee members, as all Rotary information will be sent to them. Your primary contact (who receives all information from District 6290) must have an e-mail address to expedite communication. District 6290 requires a Host Club as part of the District International Grant Application process unless there are special circumstances where an NGO can better fulfill the requirements of a Host Club. The District Grant Committee may approve such a request if they are assured all Rotary International and District 6290 requirements can be met. |

Primary Club/District

|  |  |  |  |
| --- | --- | --- | --- |
| Club |       | Club ID number (if known) |       |
| District |       | Country |       |

Primary Project Committee Chair Contact:

|  |  |
| --- | --- |
| Name       | Member ID       |
| Club       |
| Rotary position       |
| Address       |
| City       |
| State/Province       | Postal code       | Country       |
| E-mail       |
| Home phone       | Office phone       | Fax       |

Project Committee Member Contact #2:

|  |  |
| --- | --- |
| Name       | Member ID       |
| Club       |
| Rotary position       |
| Address       |
| City       |
| State/Province       | Postal code       | Country       |
| E-mail       |
| Home phone       | Office phone       | Fax       |

Project Committee Member Contact #3:

|  |  |
| --- | --- |
| Name       | Member ID       |
| Club       |
| Rotary position       |
| Address       |
| City       |
| State/Province       | Postal code       | Country       |
| E-mail       |
| Home phone       | Office phone       | Fax       |

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| INTERNATIONAL PARTNER  |
| **Explanation: The international partner is the club or district outside the project country**. A committee of at least **three** Rotarians must be established to oversee the project. All three committee members must belong to the primary club identified below for club-sponsored projects or belong to clubs in the district for district-sponsored projects. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to them. Your primary contact (who receives all information from District 6290) must have an e-mail address to expedite communication.  |

Primary Club/District

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| --- | --- | --- | --- |
| Club |       | Club ID number (if known) |       |
| District |       | Country |       |

Primary Project Committee Chair Contact:

|  |  |
| --- | --- |
| Name       | Member ID       |
| Club       |
| Rotary position       |
| Address       |
| City       |
| State/Province       | Postal code       | Country       |
| E-mail       |
| Home phone       | Office phone       | Fax       |

Project Committee Member Contact #2:

|  |  |
| --- | --- |
| Name       | Member ID       |
| Club       |
| Rotary position       |
| Address       |
| City       |
| State/Province       | Postal code       | Country       |
| E-mail       |
| Home phone       | Office phone       | Fax       |

Project Committee Member Contact #3:

|  |  |
| --- | --- |
| Name       | Member ID       |
| Club       |
| Rotary position       |
| Address       |
| City       |
| State/Province       | Postal code       | Country       |
| E-mail       |
| Home phone       | Office phone       | Fax       |

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| PROJECT BUDGET  |
| The project budget must be completed in U.S. dollars, and you can also list the funds in local host club country currency. |

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| Budget Items | Name of Suppliers | Amount |
|       |       |       |
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|       |       |       |
|  | Subtotal |       |
|  | Exchange rate used | US$1=      |
|  | Total Budget in U.S. dollars |       |

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| PROJECT FINANCING  |
| **Explanation:** Clearly list all financing in U.S. dollars noting which funds will be contributed in cash and which will be contributed from District International Grant funds. Use of District International Grant funds must have the approval of the district 6290 Foundation Committee Chair and the District Governor. District International Grants will match up to US$1 for every $1 the Club donates to the project up to $5,000.00. The Host Club, or an approved NGO used in place of the Host Club, is responsible for committing at least $100.00 (USD) to the project. |

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| **Host Rotary Club(s) or district inside the project country**  | **Cash (US$)** | **District Match** |  |  |  |  |
|       |       |       |       |       |       |       |
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| **International Rotary Club or district outside the project country** | **Cash (US$)** | **District Match** |  |  |  |  |
|       |       |       |  |  |  |  |
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| **Subtotals: Cash & District Match**  |       |       |  |  |  |  |
| **Total: Cash + District Match** |       | **D6290 Rotary Foundation****Chair Gernot A. Runschke**  | **D6290 DRFC Authorization****\_\_\_\_\_\_\_\_\_\_\_** | **District Governor 6290Brianna T.** **Scott** | **D6290 DG****Authorization****\_\_\_\_\_\_\_\_\_\_** |
| **Additional outside funding**  |       |  |  |  |  |
| **Total project financing** (must equal budget on page 8) |       |  |  |  |  |

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| PROJECT PLANNING  |
| **Explanation:** Before an application is submitted to the District Grant Committee, project partners should discuss various planning details. The questions below are a guide to aid project planning. Note that a Rotary Club / District or Rotarian may not own anything purchased with grant funds.  |

1. Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (A Rotary Club or Rotarian cannot own equipment.)

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1. Will training in use and maintenance of technical equipment be provided? If so, who will provide training?

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1. Is software necessary to operate any items? If so, has software been provided?

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1. Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country.

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1. Provision of plumbing and electrification to structures where people live or work cannot be purchased with grant funds and must be funded with other sources. Have the sponsor Clubs/districts planned and agreed to fund plumbing or electrification for equipment and appliances in existing buildings (hospitals, schools, libraries, orphanages, etc.)?

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1. Summarize your plan on how the project will gain Rotary brand awareness and public Image recognition in both the International and host communities.

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1. Sustainability is highly recommended but not required, if you have a sustainability element in your project, describe how your project is sustainable and for what period of time.

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| COOPERATING ORGANIZATION  |
| **Explanation:** A *cooperating organization* is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization.  |

If this project involves a cooperating organization (neither a Rotary Club nor the beneficiary of the project), provide the following:

|  |
| --- |
| Name of organization       |
| Street Address       |
| City, State/Province       | Postal code       | Country       |
| Office phone       | Fax       |
| E-mail       | Web address       |

In addition to the above, the following must be attached:

1. **Letter of participation from cooperating organization that specifically states:**
	1. I**ts responsibilities and how it will interact with Rotarians.**
	2. **The organization’s agreement to cooperate in any financial review of the project.**
2. **A letter of endorsement from the host partner confirming that the cooperating organization works within that country’s laws**

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| FINAL REPORT  |
| **Explanation:** It is required that the Club (s) in District 6290 complete and submit progress and final reports.  |

“By signing below, our Club/District Project Chair accepts primary reporting responsibility.” (must have completed GMS)

|  |  |
| --- | --- |
| Print name       | Signature       |
| Rotary Club       | District       |

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| TERMS AND CONDITIONS  |
| **Explanation:** Rotary publishes comprehensive Terms and Conditions for all grants, available on the district web site under Our Foundation and Foundation Grants.  |

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| APPLICATION FORM COMPLETION CHECKLIST AND QUESTIONS |
| Please complete all sections of the District International Grant application form and note that incomplete applications will not be considered. Before submitting your form, the following checklist and questions **MUST be completed** to make your application complete. If you have any questions or concerns, please contact the district 6290 Grant Committee. |

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| [ ]  | 1. Does the project meet **all** grant policies and guidelines, and are all sections of the application form completed?
 |
| [ ]  | 1. Does the project description clearly state how the project will assist those in need?
 |
| [ ]  | 1. Are the activities of the host and international partners clearly explained? Will the Rotarians be actively involved in the project?
 |
| [ ]  | 1. Have both the host and international partners created committees to oversee the project? Are these individuals correctly listed on the application with their complete contact information?
 |
| [ ]  | 1. Is a detailed, itemized budget included in the application?
 |
| [ ]  | 1. Are all partner contributions listed in the application?
 |
| [ ]  | 1. Does commitment letters from the host Club include the $100 support and participation commitment as well as any other participating Rotary Clubs or NGO included with the application?
 |
| [ ]  | 1. Have the Club presidents or district grants subcommittee chairs from the host and international partner provided their authorizing signatures?
 |
| [ ]  | 1. Have all six committee members provided their authorizing signatures?
 |
| [ ]  | 1. If a cooperating organization is involved, are the following letters included with the application?
 |
|  | [ ]  1. Letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial commitment of the project.  |
|  | [ ]  2. Letter of endorsement from the host partner confirming that the cooperating organization is reputable and works within the laws of that country. |
| [ ]  | 1. Are all seven authorizing signatures completed in the application? (One on page 11 under Final Report and six on page 13 under Authorizations).
 |
| [ ]  | 1. Have you checked with your Club president or Club treasurer to ensure that your Club’s Rotary International and District 6290 dues have been paid?
 |
| [ ]  | 1. Does your Club have any outstanding reports from other Rotary grant projects? \_\_\_\_\_\_\_ If yes, please explain.
 |
| [ ]  | 1. What was your Club’s per capita contribution to the Rotary Annual Fund for 2023-2024? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| [ ]  | 1. If your Club membership as of July 1, 2023 was fewer than 20 members, did project chair/grant writer from your club successfully complete a Grant Management Seminar in 2023 or 2024?
 |
| [ ]  | 1. If your Club membership as of July 1, 2023 was 20 or more members, did project chair/grant writer and one additional member of the project committee from your club successful complete a Grant Management Seminar in 2023 or 2024?
 |
| [ ]  | 1. Have you checked to see if the project complies with all legal and safety requirements of the host country?
 |
| [ ]  | 1. Has your club signed and submitted the current combined Memorandum of Understanding and Addendum form, and if the club has not named a president for the next Rotary year the current secretary may sign this form?
 |
| [ ]  | 1. **Has the project chair/grant writer and one other project committee member plus the club president signed the grant application?**
 |

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| AUTHORIZATIONS  |
| Explanation: Authorizations ensure that both partners are aware of, and interested in, pursuing the described project. By signing below, the current Club presidents for Club-sponsored projects and current district grants subcommittee chairs for district-sponsored projects, as well as the committee members, agree to the criteria listed and affirm their support of the project.  |

All Rotary Clubs, districts, and Rotarians involved in this project are responsible to District 6290 for the conduct of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. Parties may either sign this page or submit a separate letter of commitment.

By signing below, we agree to the following:

1. All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application.
2. The Club/district agrees to undertake this project as an activity of the Club/district.
3. The partners agree to share information on best practices when asked, and District 6290 may provide partners’ contact information to other Rotarians who may wish advice on implementing similar projects.
4. To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from District 6290 grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of Rotary International.
5. NOTE: Any and all exceptions must be explained in an attached statement.

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| Host Partner | International Partner |
| [ ]  Club president (Club-sponsored)[ ]  District grants subcommittee chair (district-sponsored) | [ ]  Club president (Club-sponsored)[ ]  District grants subcommittee chair (district-sponsored) |
| Name |       | Name |       |
| Title |       | Title |       |
| Rotary Club  |       | Rotary Club  |       |
| District #  |       | District #  |       |
| Signature  |       | Signature  |       |
| Date  |  | Date  |       |

|  |  |
| --- | --- |
| Host Primary Project Chair Contact  | International Primary Project Chair (Must complete GMS) |
| Name |       | Name |       |
| Title |       | Title |       |
| Rotary Club |       | Year Attended GSM  |        |
| Signature |       | Signature |       |
| Date  |       | Date |       |
| Host Project Member Contact #2 | International Project Member #2 (Must complete GMS) |
| Name |       | Name |       |
| Title |       | Title |       |
| Rotary Club |       | Year Attended GSM |        |
| Signature |       | Signature |       |
| Date  |       | Date  |       |

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| DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION  |
| **Explanation:** The District 6290 Grants Committee Chair certifies the application is complete. If the application is not complete or ineligible, it will be returned to the Club (s) responsible for writing the grant application with a brief explanation.  |

“On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete,

 meets all District International Grant guidelines, and is eligible for funding.”

|  |  |
| --- | --- |
| Print name of DGC Chair: **Linda Falstad** | Signature       |

**PLEASE SUBMIT COMPLETED APPLICATION FORM AND ALL ATTACHMENTS ELECTRONICALLY AS ONE PDF FILE TO:**

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| **Linda Falstad, Rotary District 6290 Grants Committee Chair****lindaf@ridistrict6290.org** **(Cell Phone) 616-218-1331** |
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