



District Grant (DG) Application 2019-20

Rotary District 6540

Rotarians: Use this form to request a District Grant; attach additional pages as necessary. See Humanitarian Grants Terms & Conditions on announcement letter or on Rotary International website for eligibility and program requirements.

APPLICATIONS WILL BE ACCEPTED STARTING JANUARY 1, 2019

APPLICATIONS ARE DUE NO LATER THAN MARCH 31, 2019

Preliminary Approval notifications expected APRIL 30, 2019. Final Approval expected MAY 30, 2019

1. Project Description

*Please describe the project, its location, its objectives, and how they will be attained. **The project cannot be started until July 1 following the final approval of the District Grant Application by Rotary International Foundation.***

Summarize the proposed project. Provide a brief description and identify the primary beneficiary (the recipient of goods and/or services).

What needs of the community will be served? Which of the 6 Areas of Focus does this project serve?

How will the Rotary Club and all partners communicate and work together to implement this project? Please provide specific examples of activities and responsibilities.

ESTIMATED PROJECT START DATE: ESTIMATED PROJECT COMPLETION DATE _____

Projects must not be started prior to July 1, 2019. Projects must be completed and reported by June 30, 2020.

2. PARTICIPATING ORGANIZATIONS

If the project involves a cooperating organization (an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination), provide the name of the organization below, attaching a letter of participation from that organization that specifically states its responsibilities and how Rotarians will interact with the organization in the project. By signing this application, the Rotarian sponsors endorse the organization as reputable, responsible, registered with the project country, and acting within the laws of the project country.

Name and address of organization: _____

Letter from Cooperating Organization attached

3. PRIMARY ROTARY CLUB

List the club that will coordinate principal funding for the project and that will assume primary responsibility for the project.

_____ CLUB _____

Project Contacts: Two Rotarians must be listed who will provide oversight and management of the project funds for the entire duration of the project, even if the project continues into another Rotary year.

Primary Contact (must be member of above club)

Additional Contact

Name _____)

Name _____)

Position/title _____

Position/title _____

E-mail _____

E-mail _____

Address _____
STREET ADDRESS

Address _____
STREET ADDRESS

_____ CITY / STATE / POSTAL CODE

_____ CITY / STATE / POSTAL CODE/COUNTRY

Telephone _____
HOME OFFICE

Telephone _____
HOME OFFICE

Mobile _____ Fax _____

Mobile _____ Fax _____

4. PROJECT BUDGET

Include a complete itemized budget for the project and indicate currency used (if other than \$US). Use separate pages if necessary. Price quotes from the supplier and/or other cost documentation for significant expenditures must be attached.

Item to be purchased	Name of supplier	Cost (\$US or identify other)

Total

Supplier estimates attached

5. PURCHASE OF EQUIPMENT, MATERIALS, OR SUPPLIES

Who will own equipment, materials, or supplies after project completion? (cannot be owned by a Rotary club or Rotarian)

Who will be responsible for maintenance, operating, and/or storage costs of the equipment/supplies?

If equipment/supplies will be shipped, have arrangements been made? If the project is international, have arrangements been made for customs clearance? Please identify and describe.

6. PROPOSED FINANCING

Please list all financing sources, amounts, and currency, as well as the District Simplified Grant money being requested. Note that the sponsor Rotary club is expected to participate financially. Attach authorization of funds from additional financing sources.

Funding Sources	Expected Amount (Identify currency)
_____ Rotary Club	_____
_____ Foundation Dinner Award	_____
_____ Other — Please Specify	_____
_____ Other — Please Specify	_____
_____ Other - Please Specify	_____

Subtotal: _____

Amount requested from District 6540 District Grant _____

(Not to exceed \$3,000.00)
Cannot be more than 75% of Budget

TOTAL _____

Note: Must be equal to **PROJECT BUDGET**

Verification of funds from other sources attached

7. PUBLICITY

How will the general public know this is a Rotary-sponsored project? Please provide details — for example: publicity in a newspaper or display of the Rotary Wheel (Effective this year Rotary Signage can be a budget item).

8. REPORT

The sponsoring club is required to complete and submit progress reports, final reports, and receipts/invoices to the district grants subcommittee. Please indicate below the individual who will take primary responsibility for submitting those reports.

Print Name: _____ Signature: _____

E-mail _____ Telephone _____

9. SPONSORSHIP AND AUTHORIZATION

All Rotary clubs/districts involved in this project are responsible to the Foundation Grants subcommittee and ultimately to The Rotary Foundation for the conduct and reporting of the project. The signatures on this application confirm that the sponsors understand and accept the responsibility.

1. Please list below the activities your club will undertake, demonstrating the active involvement of Rotarians in this project.

By signing below, you agree to the following:

- All information contained in this application is true and accurate, to the best of our knowledge.
- This application meets all District Simplified Grant criteria as stated in the District Simplified Grants (DSG) Criteria and Guidelines.
- The club has agreed to undertake this project as an activity of the club.
- We understand and will comply with the required Rotarian activities and reporting requirements as stated in the Criteria and Guidelines.
- We agree that interim reports will be submitted for projects taking longer than six months to complete. Final reports will be submitted no later than two months after the completion of the project. **Projects must be completed and final reports signed and submitted no later than June 30, 2016.**
- We agree to submit receipts for all eligible expenditures.
- We agree that club funds as listed in section 6 have been authorized.

CLUB PRESIDENT NAME (PRINT NAME)

SIGNATURE

CLUB

DATE

9. COMPLETION CHECKLIST

Before submitting your DG application, please take a minute to review this checklist and make sure that it is complete.

- Does the project meet all DG criteria?
- Has the sponsoring club appointed two contacts to oversee the project, and have they been correctly listed on the application?
- Is there written funding confirmation from the club president?
- Is there a detailed budget provided for the project?
- Is there a cost estimate from the supplier for each item?
- Has the section regarding project funding been completed? Does it match the estimated budget?
- Is a cooperating organization involved? If so, is a letter from that organization attached?
- Have you outlined in detail how you plan to publicize the project?
- Have you made copies of all documents for your records prior to sending them to the grants subcommittee?

Send the completed application and all attachments (via email [preferred] or regular mail) to:

District 6540 District Grants Chair:

Michael Crabill
55717 Whispering Woods Lane
Osceola, IN 46561
Phone: (574) 229-0910 [E-mail: mike.rotary6540@comcast.net](mailto:mike.rotary6540@comcast.net)

9. APPROVAL SECTION – Committee Use Only

District Governor Signature: _____ DATE:

Assigned DG Number: _____ Approval Amount \$