 district grant application

d7000

2024-2025

## application form

Please type all information required. Instructions can be found at the end of this document.

| GENERAL INFORMATION |
| --- |
| Rotary Club |  |
| Project Title |  |
| Area of Focus |  |
| Short Project Synopsis |  |
| If your Club has previous District Grants, have the final reports been submitted and accepted? | \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No  |

## 2. project descrition

|  |  |
| --- | --- |
| Overview/Goal |  |
| Location |  |
| Partners (if any) |  |
| Project start/finish |  |
| Other information |  |

## 3. How will this project benefit the community?

Please describe the benefits for the local and/or international community from this project.

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## 4. Rotarian/rotaractor participation

Please describe any non-financial participation by Rotarians/Rotaractors in the project, including an estimate of volunteer hours. This might include needs assessment and partnership development, hands-on participation, and communication strategies to enhance the profile of Rotary and The Rotary Foundation.

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Estimated hours in the project by Rotarians/Rotaractors

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## 5. Project Contacts

The Primary (applying) Club must appoint a committee of at least three Rotarians from the Club to oversee the project. The committee members must be committed for the duration of the grant process. Please provide the mailing and email address for all committee members. The primary contact will receive all official communication from District 7000 and should be prepared to disseminate this information to the other committee members.

| Contacts |  |
| --- | --- |
| * Name
 |  |
| * Address
 |  |
| * Phone/email
 |  |
| * Name
 |  |
| * Address
 |  |
| * Phone/email
 |  |
| * Name
 |  |
| * Address
 |  |
| * Phone/email
 |  |

## 6. Project budget

|  | Item/Supplier |  Amount (CAD) |
| --- | --- | --- |
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|  |  |  |
|  |  |  |
| Total |  |  |

**Any unused District Grant (DDF) funds must be returned to the District.**

## 7. sources of funds

|  |  |  |
| --- | --- | --- |
| Project Financing | Clubs and other supporting organizations | Amount |
| Cash from Club (Foundation funding must be matched by cash from Club) |  |  |
| Cash from other Clubs (please list clubs & cash contributions) |  |  |
| Other, please specify |  |  |
| Distric Grant Funds Request |  |  |
| Total Budget  |  |  |

## 8. ownership of equipment, materials oR SUPPLIES

a. Who will own equipment, materials, or supplies? (Materials and supplies may not be owned by a Rotary club)

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| --- |
|  |

b. Who will be responsible for maintenance, operating, and/or cost of the equipment/supplies?

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## 9. rotary BRANDING & Public image

How will the general public know this is a Rotary and/or Rotary Foundation sponsored project? Please provide details about outreach to media outlets (television, print & online), social media promotions, and how the Rotary Masterbrand Signature and the Rotary Foundation logo will be used on project materials and communications.

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## 10. co-operating organizations

If the project involves a co-operating organization, please provide the name of each organization below and attach a letter of participation from the organization that specifically states its responsibilities and how Rotarians will interact with each organization in the project. By signing this application, the Rotarian sponsor endorses the organization as reputable, responsible, and acting within the law.

Name(s) of Co-operating Organization(s):

|  |
| --- |
|  |

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| --- |

## 11. authorization

**11a. Progress and Final Reporting Requirements**

The Primary Club is required to complete and submit progress and final reports to the District Grant Sub-Committee. Please indicate below the individual who will take primary responsibility for submitting these reports.

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| --- |
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**11b. Club President’s Authorization**

As President of the Rotary Club of

|  |
| --- |
|  |

 I hereby affirm that the club has voted to undertake this project as an activity of the club.

|  | 11a. Primary Rotary Club Contact | 11b. Primary Rotary Club President |
| --- | --- | --- |
| Name |  |  |
| Signature |  |  |
| Date |  |  |
| Phone |  |  |
| Email |  |  |

#### ***Please save the completed form and submit your application by e-mail to:***

#### **Georgie Hildebrand D-7000 District Grant Sub-Committee Chair**

#### **georganna57@gmail.com**

**Proposals received by October 1, 2024 will be considered for the initial 2024-25 Spending Plan.**

**Instructions**

District Grants are used to support short-term projects of individual Rotary clubs in District 7000. Clubs apply to the District 7000 Grant Sub-Committee which decides the merit of each application and the degree to which they will be funded. **An application is not a guarantee for a grant!**

**The Rotary Foundation Terms & Conditions for District Grants**

District Grants must comply with the Terms and Conditions of The Rotary Foundation, including the relating to the mission of the Rotary Foundation (see below). These terms and conditions are available on the [District Grants page](https://www.rotary7070.org/sitepage/rotary-foundation-grants-information) of the district’s website at [www.rotary7000.org](http://www.rotary7000.org) and at [www.rotary.org](http://www.rotary.org).

*The mission of The Rotary Foundation of Rotary International is to enable Rotarians to advance*

*world understanding, goodwill, and peace through the improvement of health,*

*the support of education, and the alleviation of poverty.*

**District 7000 Grant Guidelines**

* Projects must fall within one of the following seven areas of focus:
	+ Peace and conflict prevention/resolution
	+ Disease prevention and treatment
	+ Water and sanitation
	+ Maternal and child health
	+ Basic education and literacy
	+ Economic and community development
	+ Environment and Sustainability
* **The deadline for District grant applications is October 1, 2024 t**o be considered for approval by the Rotary Foundation and included in the District’s annual Spending Plan for District Designated Funds (DDF).
* **The Primary (applying) Rotary Club in a project must be qualified** according to The Rotary Foundation rules.
* To qualify to submit a District Grant Application the Club must have donated to the Rotary Foundation the previous Rotary year.
* Funds from the Rotary Foundation must be matched by the Club.
* Applications must be for an original effort; recurring projects will not be funded.
* The budget for a project must be minimum $1,000.
* No single club may receive more than $5,000 in District Grant funds for projects during the Rotary year.
* **Any unused District Grant funds allocated to a specific project must be returned to the District**. This may occur for any number of reasons (e.g. the project does not happen, the project expenses are less than budgeted, fewer clubs participate etc.).
* **An application is not a guarantee for receiving a District Grant.**

**District 7000 Evaluation Criteria**

Proposals will be evaluated taking the following criteria into consideration.

* **Members’ hands-on involvement**, where the degree of direct involvement by Rotarians is considered. .
* **Impact of the project in the community**, where among other things the demographic of the individuals being served is considered.
* **Ability of a project to enhance the understanding and profile of Rotary and The Rotary Foundation** in the community being served.

**Timelines for Applications, Project Execution & Reporting**

* **Submission Deadline** - Applications for the 2024-25 Rotary year received by October 1, 2024 will be considered for the District’s application to The Rotary Foundation for a District Block Grant (Spending Plan) for the 2024-25 Rotary year.
* **Review** All applications received before the dead-line will be reviewed by the District Grants Sub-Committee in October 2024.
* **Notification –** The Committee aims to notify clubs of award decisions at the end of October 2024.
* Funds will be presented to successful clubs as soon as they are received from The Rotary Foundation.
* **Project Execution** - Clubs should have projects completed by April 30, 2025.
* **Reporting** - A final report is due no later than two months upon completion of a project but no later than April 30, 2025 . A District Grant report form is available at [www.distritorotario7000.org](http://www.distritorotario7000.org).
* **Documentation** – Club reports and supporting documentation for all expenditures must be maintained by the club for at least 5 years following closure of the grant.
* **Promotion**. Clubs are encouraged to present completed projects on websites, in social media, Rotary Showcase and other vehicles they may find useful.

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