

**Rotary International District 7090**

**The Rotary Foundation Committee**

**District Grant Application 2018-19**

**Clubs must use this application to apply for a District Grant for 2018-19 and must be in the hands of District Grants SubCommittee Chair Sandra Yeater on or before February 15, 2018. The window for submitting applications will be from January 10, 2018 to February 15, 2018. Applications received early will be considered received on January 10, 2018. Applications received late will not be considered. Only completed applications will be considered as received. Incomplete applications will be returned to the club and will not be considered as received until the required changes are made and resubmitted. The allocation of District Grant funds will be determined on a first come first serve basis. *Please type all applications.***

**Questions can be directed to any member of the District Rotary Foundation District Grant Sub-Committee as listed in the appendix to this application.**

**Rotary Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does this project align with the mission of The Rotary Foundation, which 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? Yes\_\_\_ No\_\_\_\_\_

Does this grant fund: (Answer each question; a yes answer to any question will disqualify the project)

1. Continuous or excessive support of any one beneficiary or community. Yes\_\_\_\_\_ No\_\_\_\_\_
2. The establishment of a foundation, permanent trust or a long-term interest-bearing account Yes\_\_\_\_\_ No\_\_\_\_\_
3. The purchase of land or buildings Yes\_\_\_\_\_ No\_\_\_\_\_
4. Fundraising activities Yes\_\_\_\_\_ No\_\_\_\_\_
5. Expenses related to Rotary events such as District conferences, conventions, institutes, anniversary celebrations, or entertainment activities Yes\_\_\_\_\_ No\_\_\_\_\_
6. Public relation initiatives (unless they are essential to project implementation) Yes\_\_\_\_\_ No\_\_\_\_\_
7. Project signage in excess of $500 Yes\_\_\_\_\_ No\_\_\_\_\_
8. Operating, administrative, or indirect program expenses of another organization Yes\_\_\_\_\_ No\_\_\_\_\_
9. Unrestricted cash donations to a beneficiary or cooperating organization Yes\_\_\_\_\_ No\_\_\_\_\_
10. Activities for which the expense has already been incurred Yes\_\_\_\_\_ No\_\_\_\_\_
11. Transportation of vaccines by hand over national borders Yes\_\_\_\_\_ No\_\_\_\_\_
12. Travel to National Immunization Days Yes\_\_\_\_\_ No\_\_\_\_\_
13. Immunizations that consist solely of the polio vaccine Yes\_\_\_\_\_ No\_\_\_\_\_
14. Study at a Rotary Peace Center partner university in the same or similar academic programs as those pursued by Rotary Peace Fellows Yes\_\_\_\_\_ No\_\_\_\_\_

***Please note that the above restrictions are those listed in the “TERMS AND CONDITIONS FOR ROTARY FOUNDATION DISTRICT GRANTS AND GLOBAL GRANTS for grants awarded after 1 July 2013” published by The Rotary Foundation, updated to July 2017. This application will be subject to the restrictions contained in the Terms and Conditions in affect at the time of the final approval.***

**1. DESCRIBE THE PROJECT AND ITS OBJECTIVES**

**2. DESCRIBE HOW THIS PROJECT WILL BENEFIT THE COMMUNITY**

*Include how the project aligns with the mission of The Rotary Foundation.*

**3. DOES THIS PROJECT INCLUDE PARTNERING WITH A CLUB OUTSIDE OF DISTRICT 7090? IF SO, HOW WILL YOUR CLUB AND PARTNERS COMMUNICATE AND WORK TOGETHER TO IMPLEMENT THIS PROJECT? (also complete section 8)**

*Please provide specific examples of activities.*

**4. LIST ACTIVITIES THAT DEMONSTRATE SIGNIFICANT ROTARIAN INVOLVEMENT.**

**How many Rotarians will work on this project? \_\_\_\_\_\_\_\_**

**What will they do? Give 2 specific examples. (Fundraising is not an acceptable activity for this section.)**

**5. ESTIMATED PROJECT DATES**

**Estimated Project Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Must be after July 31, 2018 (must not be started until Foundation Trustees have provided approval of the District Grant Spending Plan – forecast August 2018).**

**Estimated Project Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Must before May 1, 2019***

**6. COOPERATING ORGANIZATION**

**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 the goods or services and is not considered a cooperating organization.**

**Does this project involve a cooperating organization? (Select one)** Yes\_\_\_\_\_ No\_\_\_\_\_

**If this project involves a cooperating organization:**

1. **Provide the name of the organization below.**
2. **Attach a *letter of participation* from that organization that specifically states:**
	1. **its responsibilities;**
	2. **how it will interact with Rotarians in the project; and**
	3. **that the organization agrees to cooperate in any financial review of activities connected with the project; and**
3. **Attach a *letter of endorsement* of the organization from Rotarians.**

**Name of organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Letter of Participation from organization attached. \_\_\_\_\_(Please check if applicable)**

**Letter of Endorsement from Rotarians attached. \_\_\_\_\_(Please check if applicable)**

**7. DISTRICT 7090 ROTARY CLUB CONTACTS**

***Project Committee: A committee of at least three Rotarians must be established by the District 7090 club*** e the project for its duration.

**Primary Contact**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Member ID** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rotary Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Street Address*

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*City/State/Postal or ZIP Code/ Country*

E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Home or Office (Circle one)*

**Project Contact # 2**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Member ID** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rotary Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*City/State/Postal or ZIP Code/ Country*

E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Home or Office (Circle one)*

**Project Contact # 3**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Member ID** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rotary Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Home or Office (Circle one)*

**8. PRIMARY HOST PARTNER IN THE PROJECT DISTRICT OUTSIDE OF DISTRICT 7090**

***If this District Grant Application involves a project with a Rotary project outside of our District, please* *complete this section. Otherwise skip and go on to section 9 – Project Budget.***

**List the club or district outside of District 7090 that assumes joint responsibility for the project.**

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*Club Name Club ID No. District Country*

***Project Committee: A committee of at least three Rotarians must be established by the primary host partner club to oversee the project for its duration.***

**Primary Contact**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Member ID** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rotary Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Street Address*

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*City/State/Postal or ZIP Code/ Country*

E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Home or Office (Circle one)*

**Project Contact # 2**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Member ID** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rotary Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Home or Office (Circle one)*

**Project Contact # 3**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Member ID** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rotary Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Street Address*

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E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Home or Office (Circle one)*

**9. PROJECT BUDGET**

**Include a complete itemized budget for the project and indicate currency used. Use separate pages, if necessary.**

**Keep copies of all quotes from suppliers.-"List other suppliers from whom quotes were received". Ideally have 3 quotes per item. If 3 quotes are not available, please explain.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item to be purchased** | **Name of chosen supplier** | **List of other suppliers from whom quotes were received (including dollar amount of quote)** | **Cost****$** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 **TOTAL *(identify currency) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 **Exchange Rate Used (as per Rotary International Exchange Rate) *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 **Total in US$** **(A)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| District 7090 club contribution |  |
| Host club contribution (club outside of District 7090) |  |
| Other Funding (Specify) |  |
| Total matching District Grant funds requested from District 7090(**Matching is 1:1 of the District 7090 club contribution to a maximum of US$2,000)** |  |

 **Total in US$ (B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***(Please note the total of (B) cannot exceed (A))***

**10. WHO WILL OWN THE EQUIPMENT, MATERIALS, OR SUPPLIES?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11. WHO WILL BE RESPONSIBLE FOR MAINTENANCE, OPERATING AND/OR STORAGE COSTS OF THE EQUIPMENT/SUPPLIES?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12. WHAT IS YOUR PUBLICITY PLAN FOR THIS PROJECT AND HOW WILL YOU EXECUTE IT FOR MAXIMUM EXPOSURE?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**13. REPORTS**

***By signing below, our club accepts the responsibility for completing the* *final report with all of the required documentation and submitting the report to the Rotary International District 7090 Grants Subcommittee.***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*District 7090 Club Primary Contact’s Signature Print Name Date*

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***2018-2019*** *Club President’s Signature Print Name Date*

**14. AGREEMENT FORM**

This District Grant Application and Agreement Form (collectively "Agreement") is entered into by the clubs and/or district (partners) as identified above. In consideration of receiving a District Grant from Rotary International District 7090, the partner(s) agree:

1. That they understand the ***Terms and Conditions for Rotary Foundation District Grants and Global Grants*** *(on District website)* and will abide by them.
2. To utilize district grant funds to support a short-term humanitarian project, as outlined in this application, which benefits a community in need. Funds provided by Rotary International District 7090 will not be used for any purposes other than those considered eligible by The Rotary Foundation as described in the ***Terms and Conditions for Rotary Foundation District Grants and Global Grants.***
3. To defend, indemnify and hold harmless Rotary International, The Rotary Foundation, Rotary International District 7090, their respective Directors, Trustees, Officers, employees, and agents (collectively "RI/TRF/DISTRICT") from any and all claims (including claims of subrogation), demands, actions, damages, losses, judgments, costs, fines, awards, liabilities, or expenses (including without limitation reasonable attorney's fees and other legal expenses) collectively ("losses") asserted against or recovered from RI/TRF/DISTRICT that result or arise directly or indirectly from the project, including any acts or omissions of the partners.
4. The partners will immediately inform District Grants SubCommittee Chair of any significant problems with the implementation of the project or deviations from the project, including deviations in the budget, as approved.
5. To complete the project **by May 1, 2019**, or sooner.
6. To submit the final report with complete financial accounting **by May 1, 2019 or within two months of the project's completion,** whichever is earlier, to the District Grants SubCommittee Chair.
7. That this Agreement may be cancelled by Rotary International District 7090 for any reason without notice upon the failure of the partners to abide by the terms and conditions set forth in this Agreement. The partners agree to return any grant funds, in their entirety, including any interest earned, should funds be misused or used for ineligible purposes.

**By signing below, we acknowledge and accept the terms and conditions of this Agreement**.

**District 7090 Club President** **Partnering Club President (if applicable)**

(**2018-2019** Club President) ***Or*** **Cooperating Organization Official**

**(I have the authority to bind the Club) (I have the authority to bind the club/organization)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Print Name Print Name*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Title Title*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*District Club Club/ District* ***or*** *Cooperating Organization Name*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature Date Signature Date*

**15. COMPLETION CHECKLIST**

**Before submitting your District Grant application, please take a minute to review and complete this checklist.**

**(Please mark each item that applies to your project. If you have any questions or concerns, please contact a member of The Rotary Foundation District Grants SubCommittee – refer to Appendix 1.)**

**\_\_\_\_\_**Does the project meet all grant policies and guidelines?

\_\_\_\_\_Has your club met all the qualifications of District 7090 Annual Certification process, including provision of the Club Memorandum of Understanding and Addendum executed by the appropriate Club officers, and filing of same with District 7090 Grants Subcommittee Chair within the required time frame?

\_\_\_\_\_Has your club met all of the conditions outlined in the Club Memorandum of Understanding including the Addendum?

\_\_\_\_\_If this project involves a club outside of District 7090, have both the host and District 7090 partners created committees to oversee the project? Are these individuals correctly listed on the application?

\_\_\_\_\_Have the responsibilities of the partnering club been outlined?

\_\_\_\_\_Are the required written comments and signatures on the application?

\_\_\_\_\_Is a *cooperating organization* involved? If so, are there letters:

\_\_\_\_\_From the organization specifically stating its responsibilities, how it will work with Rotarians, and its agreement to cooperate with any financial review of the project; and

\_\_\_\_\_From the District 7090 club, indicating that it has knowledge of the organization and endorses the co-operative effort?

\_\_\_\_\_Have you kept copies of all quotes for materials, goods, or labour associated with the project?

\_\_\_\_\_Have you made copies of all documents for your files prior to submitting the application?

\_\_\_\_\_Have you reviewed the *District Grant Report Form* to ensure that you will be able to answer all sections?

**16. DISTRICT GRANTS SUBCOMMITTEE CERTIFICATION (DISTRICT COMPLETION)**

**Upon review and acceptance, the District 7090 Grants SubCommittee Chair will certify the application as complete. *If the application is not complete or eligible, it will be returned to the District 7090 club.***

**Submit completed applications to**

**The Rotary Foundation 2018-2019 Grants SubCommittee Chair**

 ***Sandra Yeater***

 ***40 Spicebush Lane***

 ***Williamsville, NY 14221, USA***

 ***PH: 716-208-5584***

 ***Email:*** ***sanyeater@gmail.com***

***"On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete and meets all Rotary International District 7090 guidelines."***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*District Grants SubCommittee Chair Signature Print Name Date*

**FOR DISTRICT GRANTS COMMITTEE USE ONLY. - GRANT NUMBER: \_\_\_\_\_\_\_DISTRICT NUMBER: \_\_\_\_\_\_**

Appendix 1

**R.I. District 7090 District Grants SubCommittee Members**

Sandra Yeater, 2018-2019 District Grants SubCommittee Chair

Phone: 716-208-5584; email: [sanyeater@gmail.com](file:///C%3A%5CUsers%5Csanye%5CDocuments%5CRotary%5Csanyeater%40gmail.com)

John Teibert, The Rotary Foundation Committee Chair

Phone: 905-934-2580, e-mail: johnteibert@gmail.com

Karen Oakes, Global Grants Committee Chair

Phone: 519-426-2331; e-mail: oakes.kl@sympatico.ca

Melisa Schrock, 2018-2019 District Governor

Phone: 716-946-1118; email: rotarianforever@gmail.com

John Boronkay

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