

**Rotary International District 7090**

**The Rotary Foundation Committee**

**District Grant Application 2020-2021**

**Guidelines and Application**

**The blank application form follows the guidelines outlined below. Scroll down to get to the blank application. Each question on the application is explained in the Guidelines below. The format is in MS Word. Other supporting documents can be scanned, preferred in PDF format.**

**Guidelines:**

**We are asking you fill out a cover page with your club and grant information and describe your project. The following questions provide the information we will need to approve the project. The purpose of this process is to help your club succeed in achieving your project goals while maintaining the accountability we need to provide for the disbursement of funds from the Rotary Foundation.**

**The maximum District Grant awarded is one half of the project expenditures to a maximum of $3,000 US funds. The district grant funds will be paid upon and the successful completion of the final project report.**

**Timeline for application:**

**Submission of application window:**

**January 15 2020 – March 15 2020**

**Submit completed applications to Paul Saskowski District Grants Subcommittee Chair at**

[**pdsas@rochester.rr.com**](mailto:pdsas@rochester.rr.com) **. We realize some applications have lots of documentation. If possible, please scan into one file or consolidate as much as possible. Your application is reviewed by many committee members and this helps expedite the process. Ask a committee member for help if you need. Your application will have a main reviewer that will be your contact to the committee.**

**No applications will be considered after March 15 2020. Only completed applications will be considered as received. You will receive e-mail confirmation of the receipt of your application to the contacts on your application.**

**Applications are recorded on a first come first served basis. The initial order we receive applications slots the application in the approval process. The final approval does not affect the order of the application. Once applications are reviewed and approved by the Grants Subcommittee, the submission will put into the budget approval process. Funds are appropriated until the available funds are used up.**

**We wish you well for the completion of your project!**

**Form Instructions:**

**Cover page:**

**Basic Club Information**

**Grant Number: to be assigned by the committee**

**Project name:**

**Budget : Funds requested from the Foundation:**

**Primary contact information**

**Attestations:**

**Signatures of the primary contact and the Club president saying the rest of the application was filled out and verified.**

**Secondary contact information**

**1. Describe your Project:**

**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 essential to implementation of project) 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 November 2019. This application will be subject to the restrictions contained in the Terms and Conditions in effect at the time of the final approval.***

**Your project should align with the Foundation ideals and is subject to the questions outlined above. Please refer to terms and conditions for a district grant on the Rotary International website** <https://my.rotary.org/en/take-action/apply-grants/district-grants>

**Be specific with your objective. Include who is benefitting, what will be accomplished, where the project will take place as part of the description.**

**2.How will your project align with the ideals of Rotary?**

**Relate the Objective and Description in question one to the ideals of the foundation.**

**3.How many members of your club will be involved with project and what roles will they fill?**

**Projects are not intended to be a mere donation. Describe how members will be involved in service.**

**4.What is the time line for the project estimated start and end?**

**Projects cannot start until the Grant budget is approved which we anticipate to be late summer of 2020. We are unable to reimburse receipts incurred before the start date.**

**We will get the start date to you as soon as we can. We do not intend to delay any projects.**

**Final reports are vitally important to this process. We are unable to approve this grant cycle until we are able to account for and close out grants from the previous year. We do not want to delay future projects. Please keep your reporting process in mind. May 1 2021 is the project report deadline.**

**5.If the project involves materials or equipment, who will own and maintain it?**

**Are they trained to use the equipment? Attach a letter from them of acknowledgment and their plan to use the equipment. Training is an acceptable expense for grants.**

**6.Please list a letter of collaboration or support from all outside organizations and Rotary Clubs that will be involved in the project. Attach files of letters of support.**

**If engaging another Rotary Club, please provide District # and Club # as well as contact and the contact membership #**

**If engaging a library get letter from the library staff for example.**

**Be sure your vision is shared with the people or organization you are working with. An example would be building a new wall in Veteran’s park. Does the curator of the park want a wall?**

**Be mindful of conflict of interests. Members or member’s relatives and friends should not be realizing financial gain through the grant.**

**7. Describe your publicity plan.**

**Rotary is mindful of all the great projects we do but research shows we do not get recognized for them. Please outline your plan for how people will know about your great work.**

**8. If sourcing equipment and materials, please provide quotes.**

**The foundation recommends three quotes where possible.**

**The internet can be used as a resource and justification of costs. Some equipment is proprietary; we ask you do diligence when sourcing materials for your projects.**

**9.Please fill out a budget converted to US funds. Specify sources of funding.**

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

**Keep copies of all quotes from suppliers. Attach quotes separately and enter your chosen supplier and cost to the work table on the application. Ideally have 3 quotes per item. If 3 quotes are not available, please explain.**

**R.I. District 7090 District Grant Subcommittee Members**

**Paul Saskowski, 2020-2021 District Grants Subcommittee Chair**

**Phone: 716-560-1270; email:** [**pdsas@rochester.rr.com**](mailto:pdsas@rochester.rr.com)

**Pat Castiglia, The Rotary Foundation Committee Chair**

**Phone 716-464-0513; e-mail:** [**ptcas34@gmail.com**](mailto:ptcas34@gmail.com)

**PDG Karen Oakes, Global Grants Chair**

**Phone: 519-426-2331; e-mail:** [**oakes.kl@sympatico.ca**](mailto:oakes.kl@sympatico.ca)

**DGE Frank Adamson 2020-2021 District Governor**

**fadamson@vaxxine.com**

**DG Bob Artis, 2019-2020 District Governor**

**Phone: 716-553-0345; email:** [**bobartis7250@gmail.com**](mailto:bobartis7250@gmail.com)

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**Lezlie Murch**

**Phone; 905-932-6078 e-mail:** [**lezliemurch@gmail.com**](mailto:lezliemurch@gmail.com)

**Cameron Johnson**

**Phone 519-759-3511; e-mail:** [**Cjohnston@millards.com**](mailto:Cjohnston@millards.com)

**Only submit the pages below when filled out.**

**Use the above guidelines as your checklist but do not include them in your submission.**

**Thank you and Good Work!**



**Rotary International District 7090**

**The Rotary Foundation Committee**

**District Grant Application 2020-2021**

**Rotary Club: Club Number:**

**Grant Number:**

**Primary Contact:**

**Name: e-mail:**

**Mailing Address:**

**Phone: Rotary Membership #**

**Project Name:**

**Project Budget: Grant funds requested:**

**Our signatures below attest that we have our club qualified through the Initial MOU and Addendum, have read, understand all of sections of this application and have completely collected all necessary information, verified contacts from all organizations that will handle funds or goods purchased in connection with the project and will be faithful stewards of Rotary funds to further the ideals of Rotary. Progress will be monitored, receipts provided for funds disbursed and reports will be filed according to the timeline outlined.**

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

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

***2020-2021*** *Club President’s Signature Print Name Date*

**Secondary Contacts:**

**Name: e-mail:**

**Mailing Address:**

**Phone: Rotary Membership #**

**Name: e-mail:**

**Mailing Address:**

**Phone: Rotary Membership #**

1. **Please Describe your Project.**
2. **How will your project align with the ideals of Rotary and who will benefit from the project?**
3. **How many members of your club will be involved with project and what roles will the fill?**
4. **What is the time line for the project estimated start and end?**
5. **Please list a letter of collaboration or support from all outside organizations and Rotary Clubs that will be involved in the project. Attach files of letters of support.**
6. **If the project involves materials or equipment, who will own and maintain it? Are they trained to use it? Attach a letter of acknowledgment and their plan to use the equipment.**
7. **If sourcing equipment and materials, please provide quotes.**
8. **Please fill out a budget converted to US funds. Specify sources of funding.**
9. **Include a complete itemized budget for the project and indicate currency used. Use separate pages for quotes, if necessary.**

|  |  |  |
| --- | --- | --- |
| **Item to be purchased** | **Name of chosen supplier** | **Cost**  **$** |
|  |  |  |
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1. **TOTAL *(identify currency) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
2. **Exchange Rate Used (as per Rotary International Exchange Rate) *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
3. **Total in US$** **(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$3,000)** |  |

1. **Total in US$ (B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. ***(Please note the total of (B) cannot exceed (A))***

**Please e-mail completed forms to:**

**The Rotary Foundation District #7090 2020-2021 Grants Subcommittee Chair**

***Paul Saskowski***

***PH: 716-560-1270***

***Email:*** [***pdsas@rochester.rr.com***](mailto:pdsas@rochester.rr.com)

1. **If possible, please scan into one file. We wish you the greatest success in your project.**

**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.***

***"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."***

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*District Grants Subcommittee Chair Signature Print Name Date*

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