**Rotary District 7170**

**District Community Grant Application**

**2017-18**

**Terms & Conditions for The District Community Grant**

**A. Program Requirements:**

 1. Use of all grant funds must comply with these Terms and Conditions:

 2. Grant must respect the wishes of the receiving community and strive to understand and appreciate its traditions and culture.

 3. Grants require the direct involvement of Rotarians

 a. Access community needs and develop a project plan

 b. Establish a committee of at least three Rotarians to oversee the expenditure of funds.

 c. Oversee grant funds

 d. Implement project

 e. Provide evidence of community involvement and ownership

 f. Organize meetings with local service providers, local officials and/or recipients

 g. Promote the project in the media

**B. Policies**

1. Projects must be initiated by the Rotary club making the application.

 2. Grant funds cannot be used for:

 a. salaries, stipends, or honorariums

 b. operating expenses of another organization

 c. personal or professional development

**C. Guidelines**

a. The District Grants Committee will accept applications from January- May of each Rotary year for the following year. Grant reimbursement will be provided upon the submission of complete and final report. If this presents a hardship, please note is application and the Grants Committee Chair.

 b. Incomplete applications will be returned to the club

 c. The Grants Committee will review the application only if that club’s District 7170 and RI dues and reports are current.

 d. The Grants Committee will award the grants based on project merit, amount of request, amount of club’s contribution toward the project and the submitting the club’s per capita giving to TRF of $50.

 e. The Grants Committee will entertain any and all requests up to $2500, but may choose to approve an amount less than the requested amount. It will not consider a community grant under $500.

 f. A member or more of the club proposing a project is required to attend a grants management seminar prior to submitting an application

 **Community Grant Application 2017-18**

Attach to this application a typed project description (maximum 2-3 pages) of the proposed project under all of the following seven numbered headings:

1. **Proposed Project:** Summarize goals and deliverables
2. **Implementation Plan:** Timeline for implementation
3. **Rotarian Involvement:** How Rotarians will be involved in the project
4. **Ownership:** The final owner of the project equipment, supplies and/or materials – cannot be a Rotary club or Rotarian
5. **Sustainability:** Describe how the project will be maintained and sustained after the grant has ended.
6. **Expenditure Budget:** A total project expenditures budget, detail all expenses. Provide pro forma invoices or catalog prices from all suppliers for all supplies, equipment and services.
7. **Revenue Budget:** A total project revenue budget which lists funding sources, and proposed amount of club funds
8. **Start Date:**  Estimated start date of project – cannot start until Rotary approval
9. **Completion Date:** Estimated completion date of the project (project should be completed by June 30, 2018.

**(1) The Project**

 Project Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Brief Descriptive Title)

 Amount of District Funds Requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Minimum $500; Maximum $2,500)

 Amount of club funds $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other funds $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total Budget for this project $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(2) District 7170 Sponsoring/Host Rotary Club:**

 **Name of Club**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name of club that is initiating the project and seeking funds from the District)

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

 **Club President:**

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Postal Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Home Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Primary Contact/Project Implementation Committee Chair**

(At least three Rotarians must be established for the project committee. It is the committee’s responsibility to implement the project, report the status of the project no later than the January after the project has been accepted and send in the final report one month after the completion of the project with at least 6 pictures. )

 (1) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Home Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Business Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Implementation Committee:**

 (2) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (3) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(3) Other Participating Organization:**

Complete this section only if the project involves another, non-Rotary organization.

Name of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Attach a letter from that organization confirming their need and support for this project.)

 **(4) Grants Management Seminar & Dues**

 a. Name of the club member(s) who attended the District Grant Management Seminar in 2017

 (1)­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 b. Are your District 7170 and Rotary International dues paid currently? \_\_\_\_\_\_\_

c. Is your club up-to-date with reports on other Rotary grant projects? \_\_\_\_\_\_\_

 **(5) Reporting Requirements:**

The sponsoring Rotary club must submit a final report in order to obtain the grant payment reimbursement. The final report must include:

1. A report (preferable electronic) that provides detail of all expenses. For auditing purposes retain all original receipts and submit copies for reimbursement.
2. Documentation of Rotarian participation in the implementation of the grant, which reflects the required Rotarian activities and includes photos (electronic, if possible) appropriate for publicizing the completed project.
3. A narrative that includes information on the implementation of the project and how experience gained from it will inform/guide the District in the next Rotary year.

 **(6) Rotary Club Commitment**

The following signature of the sponsoring Rotary club president for the period during which the project will be undertaken, confirms that:

1. All information contained in this application is true and accurate, to the best of our knowledge; this application meets the criteria that are set out above for Terms and Conditions for the District Community Grant.
2. The club has agreed to undertake this project as an activity of the club and organization (if any) involved.
3. We understand and will comply with the required Rotarian activities and reporting requirements as stated;
4. We agree that reports will be provided within one month after the project’s completion and no later than June 30st of the grant year. An interim report is due no later than January of the Rotary year.

**Sponsoring Rotary Club o**f \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please Print)

Club President for 17-18 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please Print)

If you have any questions or concerns, please contact the chair of the District Grants Committee as listed below. Further information regarding project eligibility is also available at the Rotary International website: Rotary.org. Terms and Conditions for all grants are also available on that site.

Send the completed grant application and all attachments by May 31, 2017through e-mail to:

Lana Rouff, District Foundation Grants Chair, 396 Clarkson Drive, Vestal, NY 13850 – LanaRouff@gmail.com.