**THE ROTARY FOUNDATION (TRF) DISTRICT 7950 – DISTRICT GRANT APPLICATION**

**2020-2021**

* Applicants may attach pages to this as needed.
* **ONLY CLUBS THAT HAVE COMPLETED THE QUALIFICATION TERMS ARE ELIGIBLE TO APPLY FOR A DISTRICT GRANT, INCLUDING INTERACT AND ROTARACT GRANTS.**
* Please answer ALL the questions. This is a word document. Download it. Type it in word and save the doc with your club’s name as the file name. Scan and e-mail it to: grants@district7950.org
* Incomplete applications will be returned!
* Applications must include a signed letter of support on the organization or organizations letterhead who will benefit from the club’s project.
* A maximum of three (3) clubs may collaborate on one (1) project and the application must be signed by each of the Presidents of the clubs involved for the application to be considered completed.
* Grant requests will be reviewed by the District Grants Review Subcommittee on a rolling basis between June 15, 2020 and September 15, 2020 or until all available funds have been allocated.
* Note that Humanitarian Projects that will be conducted in the geographical area of District 7950 will be given priority over request for project that will be conducted outside the District.
* Grant projects may not start until the club receives a written approval letter stating that their grant request has been approved and the amount of the award.
* Completed grant applications can be sent to the committee between June 1, 2020 and September 15, 2020 to Jean Sullivan, the District Grant Subcommittee Chair, **by Email to grants@district7950.org**

***This Grant application is being submitted by The Rotary Club of***

1. **is the purpose of this project? Who is the beneficiary? Provide a brief description.**
2. **What is the total amount of District Funds your club/multi-club are seeking for this project? (*This is only the amount that your club or all participating clubs are requesting from the district. (Not the total project budget.) AMOUNT OF FUNDS YOU ARE REQUESTING:***

**Rotary Clubs *Minimum Grant award is $500, and the Maximum is $1,500 per club.***

**Interact and Rotaract Clubs Minimum Grant award is $250, and the Maximum is $500 per club.**

**3. Detail the total costs of the project: (explain)**

 **a. What is the total cost of the project? \_\_\_\_\_\_\_\_\_\_\_\_**

 **b. Club funds to be used. \_\_\_\_\_\_\_\_\_\_\_\_**

 **c. District funds to be used. (The grant award is a dollar for dollar matching grant) \_\_\_\_\_\_\_\_\_\_\_**

 **d. If the project cost is greater than the District grant award request, how will you obtain the additional**

 **funds?**

***If there is any possible conflict of interests regarding the project the club must notify the District Grants Subcommittee Chair as part of the grant application.***

***(Note: Please be sure that all receipts are dated after you receive written confirmation that your grant request has been approved, and dated no later than May 31, 2021)***

1. **How will the money be spent? Please provide a budget of how you plan to spend the money.**

***SAMPLE PROJECT INCOME WORKSHEET***:

|  |  |
| --- | --- |
| Sources of Income | Amount |
| Amount of District Grant Funds Requested:(Funds must be matched by the club dollar-to-dollar) |       |
| Other Funding Sources ie. Club Foundation; Rotarians; Non-Rotarians (please specify):          |   |
|      Total Budgeted Income  |  |

***PROJECT EXPENSES:***

|  |  |
| --- | --- |
| Expense Items (please be specific)  | Cost |
|      NOTE:  Best practices are for vendors to be paid directly by the Rotary Club. The Name of    the Rotary Club should be listed as who will be billed for the item(not the  organization or beneficiary). |       |
|     |  |
|  |   |
| **Total Budgeted Expenses:** |       |

**(Note that your club is responsible for managing and maintaining all the financial records and receipts for the total amount of the project expenditures. Donations to the beneficiary are not considered part of the expenses incurred for a project.)**

**5. Needs Assessment and Project Impact:**

**a. How will this project meet the needs of the community?**

**b. How many people?**

**c. How will they be helped? *(Be specific).***

***6.* Describe the non-financial participation of Rotarians in the project. If more than one club is collaborating on this project, ONLY the lead club should complete this application and coordinate the project. How many Club members will participate? \_\_\_\_\_\_\_and/or the % of members .**

**a. What will they do? (Be specific).**

 **b. What will take place?**

 **c. Project duration:**

 **Projected project start date: Projected project end date: Projected Project Location:**

 ***All Projects will begin after July 1, 2020 and not before the grant has been approved. All projects must be completed by May 31, 2021.***

**7. How will the general public know that this is a Rotary sponsored project: i.e. how will it promoted and publicized?**

8. **Funds donated to the Annual Fund of the Foundation are used to provide funds for District Grants.**

 **a. How much did your club and club members donate to the Annual Fund of the Foundation in the**

 **year 2017-2018 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **b. Has your President – Elect included the Foundation giving goal in Club Central? Yes No**

 **c. How much has your club pledged on Club Central to support the annual fund in 2020-2021? \_\_\_\_\_\_\_\_**

**9. To be eligible to receive District Grant funds you must attach a signed letter of support/endorsement on the organizations letterhead from all the organizations that the project will benefit stating they are aware of the project and support it and the time frame.**

**What is the name and contact information for the beneficiary? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**10. Provide the names and contact information of the three Rotarians appointed by the President to oversee this project.**

 **Club Foundation Chair Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Grant Treasurer Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Grant Project Chair Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**11. Provide contact information for the Rotarian completing this application.**

 **Name:**

 **Club Name:**

 **Address:**

 **Phone:**

 **Email:**

**12. Complete the following checklist to ensure you have completed all the required steps for submitting an application.**

\_\_\_A. All the clubs involved in the project have completed the Qualification Term requirements noted the Rotary Foundation Memorandum of Understanding / District 7950 Addendum. And members of the club have attended a Grants Management Training in 2019-2020?

\_\_\_B. Each participating Club’s President for the 2019-2020 and 2020-2021 terms signed and submitted the Rotary International Memorandum of Understanding / District 7950 Addendum to

District Stewardship Chair, PDG Steve Certa at grants@district 7950.org

\_\_\_ C. You have answered and supplied all the required documentation including a signed endorsement letter from all the organizations that will benefit from the project. (SEE #9)

\_\_\_D. Each participating club sponsoring the project are not delinquent in paying both its Rotary International and District Dues. The clubs understand that a grant award will be rescinded if the club is in the arrears in paying dues.

**13.** As President, I hereby affirm that the club’s board has voted to undertake this project as an activity of the club. I also affirm that all information in this District Grant Application is true and accurate, to the best of my knowledge:

 2020-21 President’s Signature DATE

 Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interact Advisor and or Rotaract President’s Signature DATE

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If additional clubs are collaborating on this project, please obtain signatures of the club presidents:

(Up to 3 clubs may collaborate on one project that used District Grant funds.)

Note: All participating clubs must be qualified before applying for a District Grant.

Rotary Club of:

PRESIDENT'S SIGNATURE (sign and scan) DATE

**Rotary Club of**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESIDENT’S SIGNATURE (sign and scan) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_

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

**Send the completed application with all the necessary documents to:**

Jean Sullivan at **grants@district 7950.org** (email submittals are preferred)

***Reporting Requirements:*** *A progress report is due by* ***February 1, 2021*** *and the club must notify the District Foundation Grants Subcommittee chair in writing if the project goals and objectives need to be modified. A project must be completed by May 31, 2021; and the final report, which is located on the District website (www.rotary7950.com) is due on or before* ***June 1, 2021. Final Reports*** *must include copies of all receipts and the club’s bank statements that relate to the project.* All reports must be sent to **grants@district7950.org**.

**NOTE: The amount of the Grant award will be reduced if the projected project expenses do not meet the dollar- to- dollar match approved by the District Grant Committee. Clubs who have complied with all the reporting requirements *will receive the amount of the award beginning in May of 2021.* Donations to a beneficiary are not allowed and no receipts may be dated prior to receiving written approval from the District Grants Chair, Jean Sullivan.**