



# **D9780 Rotary Australia Centenary Project Grants**

## **APPLICATION GUIDELINES**

Applications close: December 31, 2021

# OVERVIEW

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## D9780 Rotary Australia Centenary Grants

The District 9780 Rotary Australia Centenary Grant is being offered to a club or group of Clubs to celebrate and permanently recognise 100years of Rotary Service to our District communities in 2021.

The Grants provide an opportunity for the District to directly support Clubs during this time of restriction due to the COVID 19 epidemic.

The District 9780 Board also recognise that the celebration of the Centenary of Rotary Service in Australia during 2021 is prime opportunity to renew and further promote Rotary and its service to our district communities.

The Centenary Grants directly link to Rotary Internationals Strategic Vision:

“Together, we see a world where people unite and take action to create lasting change – across the globe, in our communities and in ourselves.”

And RI’s Key Priorities

1. Increase Our Impact
2. Expand Our Reach
3. Enhance Participant Engagement
4. Increase Our Ability to Adapt

## Closing date

Centenary Grant applications on December 31, 2021

**Clubs may submit one application only.**

# PROJECT OBJECTIVES

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Clubs can apply for a D9780 Rotary Australia Centenary Grant that meet at least **ONE** of the **Primary Objectives** and **TWO** or more of the following **Secondary Objectives**:

### Primary Objectives

- Partnering with other Local Clubs to establish a permanent recognition of 100 Years of Rotary Service in Australia
- Supporting another D9780 Club outside your local area to establish a permanent recognition of 100 Years of Rotary Service in Australia
- Establishing a permanent recognition of 100 Years of Rotary Service in Australia within your immediate community

## Secondary Objectives

- Present the Club, District and Rotary International in a positive way
- Encourage strategic public relations planning at Club level
- Foster club innovation and flexibility
- Improve opportunities for member recruitment and retention

The funding can be applied for a range of purposes that address the above objectives.

All requests contained in the Centenary Grant Application Form must be eligible for funding or the application may not be considered.

# APPLICATION PROCESS

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## How to apply

An electronic version of the D9780 Rotary Australia Centenary Grant Application Form and Application Guidelines can be downloaded from the District website. Email your completed application to:

D9780 Rotary Australia Centenary Grants Committee  
[philip.beasley@rotary9780.org](mailto:philip.beasley@rotary9780.org)

Applications close December 31, 2021. **Clubs may submit one application only.**

Do not send additional documents, letters of support, attachments or equipment quotes with your application. Simply outline the necessary information onto the application form.

## Assessment of applications

Applications will be assessed by the Committee against the selection criteria and rated on merit.

All written materials, signage and design of permanent markers **MUST** meet the requirements of the Rotary International Brand Centre. If you are not sure please consult Assistant Governor (Public Image) Pauline Stewart [pauline.stewart@rotary9780.org](mailto:pauline.stewart@rotary9780.org)

## Amount of grants

Funding will be limited to a maximum of **\$TBD** per grant application.

## Successful applicants

Successful applicants will receive a Letter of Offer from District 9780 Board of Management, asking Clubs to accept the Terms and Conditions of the Funding Agreement. Funded Clubs are responsible for ensuring the Terms and Conditions contained in the Letter of Offer are met. The Letter of Offer must be returned by the Club **within 14 days from the date of the Letter of Offer**.

Funds will be made available on acceptance by the District Governor of the Club's returned and signed Letter of Offer, after October 1<sup>st</sup> 2020 . Funding is not transferrable and can only be paid to the Club that applied for a grant.

## Unsuccessful applicants

Unsuccessful Clubs will be advised of the outcome of their applications in writing and may request feedback from the relevant D9780 contact officer.

## GST status of Club Strengthening Grants

CSPRG payments are 'GST out-of-scope' and are not subject to GST. Successful Clubs will be issued with a remittance advice when the grant payment is made.

## Acquittal of funding

District 9780 will require the Club to complete and submit a simple acquittal form by no later than November 30 2021. In exceptional circumstances, you may also be required to allow the D9780 auditors to review your Club's records.

Original receipts are required as proof of purchase for all items. Receipts must be retained for five years. It is the responsibility of the Club to maintain a complete set of records for acquittal purposes, including receipts for all contributions for the reimbursement of fuel and transport costs.

All funding must be expended by the Agreement Completion Date, as stated in the Letter of Offer.  
**Unspent funds must be returned to District 9780.**

# COMPLETING THE APPLICATION FORM

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## Part 1 - Club details

## Part 2 – Club contact details

The nominated contact person must be an officer of the Club who is authorised by the Club to make the application.

## Part 3 - Nominated bank account

These details will be used to directly credit the Centenary Grant monies if the application is successful, so make sure they are correct.

The funding will be paid into a bank account in the name of the Rotary Club. District 9780 will not make payments to third parties, individuals or personal bank accounts

## Part 4 – Details of grant application

Clubs can apply for funding for a range of initiatives that align with the Centenary Grant goals. For example, grants could be used to:

- Cost of Materials and costs of fabrication to establish a permanent mark of Centennial celebrations.
- Print materials to promote the Centenary of Rotary including signage using the correct design as per the RI Brand Centre.

All items must meet the eligibility criteria to be funded.

## Part 5 – Terms and Conditions and declaration

Clubs must agree to these Terms and Conditions.

The Declaration confirms the points contained in Part 4 and Part 5 stating that all information is true and accurate. In the case of requests for small equipment, the applicant must also declare that the requested items will not be available for private use. The person signing the declaration must have the authority to respond on behalf of the Club seeking funding.

All written materials, signage and design of permanent markers **MUST** meet the requirements of the Rotary International Brand Centre. If you are not sure please consult Assistant Governor (Public Image) Pauline Stewart [pauline.stewart@rotary9780.org](mailto:pauline.stewart@rotary9780.org)

## **Application submission**

Confirm the email address and bank account details in the spaces provided.

### **Email Submission**

Email your application to:

D9780 Club Strengthening PR Grants Committee

a.pstewart@bigpond.com

Please keep a copy of the application for your records.

## **Closing date**

All completed applications must be received by no later than December 31 2021

## **Acquittal form**

Clubs must complete the Acquittal Form at the conclusion of the CSPRG by no later than May 30 2016.

