



**Rotary District 7300
District Grant Application Form
2017-2018**

FUNDING ELIGIBILITY REQUIREMENTS FOR 2017-2018

Please read the requirements below closely to determine if your club qualifies.

- Club must have contributed TRF Annual Giving for the 2016-2017 Rotary year of **\$100 per capita**.
- Club must contribute at least 50% of the total project value.
- Club can request no more than \$5,000 from the district per grant.
- Club must send a representative to attend a grant training seminar in 2017.
- Club may not begin the project before receiving written district grant approval (anticipated to be received by September 30, 2017).
- Club must submit their completed applications no later than August 10, 2017.
Electronic submissions preferred; paper applications must be received by the cutoff date.

Clubs will receive reimbursement when the complete and final report has been submitted. If this presents a hardship for your club please see Section 5, item 3a of this application.

Clubs may submit one project per club and one collaborative project with one or more clubs provided all clubs meet the above requirements. For collaborative projects, clubs must collaboratively contribute 50% of the total project value and may still only request up to \$5,000 from the district for the project.

1. THE PROJECT

Project Name: _____
(Brief Descriptive Title)

Total Amount Requested from District \$ _____ USD

Sponsoring Rotary Club: _____

Primary Contact and Project Implementation Committee Chair's name at sponsoring Rotary Club:

(Please Print)

Full Postal Address: _____

Home Tel: _____ Business Tel: _____ Email: _____

Per Capita Annual Giving 2016/17 _____

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 willingness to cooperate with your Rotary Club on this project.

4. ROTARY CLUB PROJECT COMMITTEE

A Project Implementation Committee of at least **three** Rotarians must be established for the project. It is the Project Committee's responsibility to coordinate the project, monitor funds and provide reporting and financial accounting to the District Grants Committee. The chair of this Project Committee (as listed above) will be responsible for successful project completion and compliance with District Grant reporting requirements. The other committee members:

Name: _____ Name: _____

Postal Address: _____ Postal Address: _____

Home Tel: _____ Home [Tel:](#) _____

Business Tel: _____ Business Tel: _____

Email: _____ Email: _____

5. TERMS AND CONDITIONS FOR THE DISTRICT GRANT

1. Program Requirements

- Use of all grant funds must comply with these Terms and Conditions
- Grants must respect the wishes of the receiving community and strive to understand and appreciate its traditions and culture.
- Grants require the direct involvement of Rotarians to:
 - 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(s);
 - 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 local media.

2. Policies

- Projects must be initiated by the Rotary Club making the application
- Grant funds cannot be used for:
 - a. construction or renovation of buildings where people will live or work;
 - b. salaries, stipends, scholarships, or honorariums;
 - c. operating expenses of another organization;
 - d. personal or professional development;
 - e. reimburse clubs or district for projects completed or started before district and RI approval.

***The Committee has the option of passing on a proposal for other reasons not listed here, but if the Committee makes the decision to do so, it will confer with the Club to determine if adjustments that would make the proposal viable in the eyes of the committee could be made.**

3. Additional Guidelines

- a. **Grant award reimbursement will be provided upon the submission of complete and final project report (DEADLINE: MAY 15, 2018). If this guideline presents a hardship for an application, please note in the application and the Grants Committee will consider other arrangements.**
- b. Incomplete applications will be returned to the Club and may or may not be considered depending on availability of funds.
- c. The Grants Committee will review a Club's application only if that Club's District 7300 and Rotary International dues are current.
- d. The Grants Committee will entertain any and all requests but may choose to approve an amount less than the requested amount.

4. Reporting Requirements

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

- a. A report (**electronic, if possible**) that provides detail of all expenses. For auditing purposes, please retain all original receipts and submit copies for reimbursement;
- b. Documentation of Rotarian participation in the implementation of the Grant, which reflects the required Rotarian activities and includes six photographs (**electronic, if possible**) appropriate for publicizing the completed project;
- c. A narrative that includes information on the implementation of the project(s) and how experience gained from it will inform/guide the District for the next Rotary year.

6. APPLICATION FORM COMPLETION CHECKLIST

Please complete all sections of the form and note that incomplete applications will not be considered.

Before submitting this application, please take a minute to review this checklist and make sure that your application is complete.

Have you:

- Completed all of the sections of the application form?
- Attached, if appropriate, a letter of support from any other affiliated organization as requested in section 3?
- Obtained the signature of the sponsoring Rotary Club President on this application?

Please answer the following questions:

Are your District 7300 and Rotary International dues paid current? _____

Does your club have any outstanding reports from other Rotary grant projects? _____

Does your club meet the eligibility requirements for funding? _____

7. ROTARY CLUB COMMITMENT

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

- a. All information contained in this application is true and accurate, to the best of our knowledge; this application meets the criteria that is set out above for Terms and Conditions for the District Grant;

