



Rotary District 5750 District Grants – Club Application Instructions

Instructions for clubs preparing and submitting a District Grant (DG) application:

- Step 1: Complete a *2018-2019 District Grant Application* for each proposed project. Please note that the application must be typed and that all sections of the form must be completed. Fill out this form on your computer, then print it out. **Make sure to select “FIT TO PAGE” when printing.** The certifying signature must be provided by the current club president.
- Step 2: Provide evidence that the project can be completed for the cost proposed. This can be a formal quotation for the materials or services to be provided, or even screen prints from a website.
- Step 3: Submit the application, including quotations, to:

Lance Singleton, District Grants Co-chair
2737 SW 116th Street
Oklahoma City, OK 73170
lance@lancesingleton.com
Cell: 405.401.5953
Fax: 405.463.0852

District Grant Guidelines

- The club must be qualified.
- Projects must adhere to the terms and conditions for TRF grants.
- Projects must fall within the guidelines for one of the Areas of Focus.
 - Promoting peace
 - Fighting disease
 - Providing clean water, sanitation and hygiene
 - Saving mothers and children
 - Supporting education
 - Growing local economies
- Projects must include active Rotary member involvement and project leadership.
- Clubs provide at least 1/3 of project funding and the district provides no more than 2/3 (e.g., Club \$1,000; District \$2,000).
- Clubs may submit more than one project proposal, but must rank them to assist the district grants committee in prioritization.
- Projects must be new to the club. A DG cannot be used to fund ongoing projects.

Club Qualification Requirements

- At least 2 members must participate in grants training each year
- Submit signed Memorandum of Understanding (MOU), available on district website
- Submit club financial plan, available on district website
- Enter club Annual Fund giving goal in Rotary Club Central
- Support TRF at least \$50 per capita (Sustaining clubs automatically meet this requirement)
- Submit final reports for all district grants from prior to current year (2017-18). Reports are available in the district website.
- Maintain a grants checking account to receive and expend all grants funds.



**Rotary District 5750
2018-2019 District Grant Application**

Complete and return to
Lance Singleton
2737 SW 116th Street
Oklahoma City, OK 73170
lance@lancesingleton.com
Cell: 405.401.5953 Fax: 405.463.0852

District Grant # 2018-2019 Individual Project Report # Ignore

Rotary Club: _____

Our club is currently qualified under rules for Grant Application Yes No

Project Description

1. Briefly describe the project. What will be done, when and where will project activities take place, and who are the beneficiaries? Outline your spending and publicity plan.

2. How many Rotarians will participate in the project? _____
3. What will they do? Please give at least two examples. _____

4. How many non-Rotarians will benefit from the project? _____

5. What are the expected long-term community impacts of the project?

6. If a cooperating organization is involved, what will be its role?

Financial Report (Club must retain receipts of all expenditures)

7. Income	Amount
1. District Grant funds to be received from the District	
2.	
3.	
Total Project Income	

8. Expenditures (please be specific and add lines as needed)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total Project Expenditures	

9. **President's Certification:** By signing this report, I confirm that to the best of my knowledge these District Grant funds will be spent only for eligible items in accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate. Receipts for all grant-funded expenditures will be provided to the district.

In addition, I confirm that this grant application has been approved by the Board of Directors of the club.

President's Signature _____ Date: _____

President's Name (please print): _____

President's Contact Information:

Address: _____

Home Phone: _____ Office Phone: _____ Cell: _____

E-mail: _____ Rotary Club: _____

Club Grant Management and Reporting Contact Information:

Project Contact: Two Rotarians (one may be the President) must be listed who will provide oversight and management of the project funds for the entire duration of the project, even if it continues into another Rotary year, **including providing all required preliminary and final district grant reports as required by the grant guidelines.**

Primary Contact

Name: _____

Rotary Position/Title: _____

E-mail: _____

Address: _____

Telephone: Home _____

Office: _____

Fax: _____

Cell: _____

Secondary Contact

Name: _____

Rotary Position/Title: _____

E-mail: _____

Address: _____

Telephone: Home _____

Office: _____

Fax: _____

Cell: _____