**DISTRICT GRANT CHECKLIST**

**YES NO**

1. Have your presidents for 2024-25 and 2025-26 signed and submitted

the Memorandum of Understanding (MOU)?

1. Have two members of your club completed a Grants Management webinar

this year (23-24)?

1. Has your club recorded its Foundation goals for 2024-2025 on Rotary Club

Central on the Rotary website?

1. Has your club recorded the name of your Club Foundation Chair on the

RI website?

1. Has your club paid all its District and RI dues that are currently due?
2. Have you filed final reports for any District Grant you have received?
3. Is this project new to your club or a continuation of a previous project?
4. Is this project free of any conflict of interest or the appearance of any

Conflict of interest?

1. If this is an international project, are you working with a Rotary Club in the

country where your project will take place? If you are not working with a Rotary

Club, will you have a club member on site?

1. If you are working with an organization, community center, agency or

municipality, has that entity given you a letter that spells out its responsibilities

as well as those of your club?

1. If you do not receive this grant award, will you do this project anyway?
2. Will your club and its members be supporting the Foundation’s Annual Fund-

Share this year (2023-2024)?

1. Has your president for 2024-2025 signed and dated the application?

***If any of your responses are NOs, please explain below:***

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|  |

**Reminders:**

* District grants support service projects. They are not cash donations to other organizations, charities or agencies.
* A club member, who works for or is on the board of an organization that will benefit from your grant project, cannot be a primary contact or be on the project committee, This would be a conflict of interest.

**Text

Description automatically generated**

**DISTRICT 7890 DISTRICT GRANT APPLICATION FORM  
ROTARY/GRANT - YEAR 2024-25**

|  |  |
| --- | --- |
| **PROJECT TITLE/NAME**  *(Max 7 words*) |  |
| **ROTARY CLUB NAME** |  |

|  |  |
| --- | --- |
| **Areas of Focus** | **Select (x) Area(s) applicable** |
| * Peace and conflict prevention/resolution |  |
| * Disease prevention and treatment |  |
| * Water and Sanitation |  |
| * Maternal and child health |  |
| * Basic education and literacy |  |
| * Economic and community development |  |
| * Protecting the Environment |  |

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| 1. **Briefly describe the project, its location and objectives. Describe how the project will benefit the community and/or improve the lives of the less fortunate.** |
| 1. **Has your club conducted a Community Assessment?** If not, how did you determine this project will meet community needs? |
| 1. **Describe the non-financial participation by your club members in this project.** |
| 1. **Describe how the general public will know this is a Rotary project.** |

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| **5. Cooperating organizations. If the project involves a joint cooperating organization(s),**  **provide the name(s) of the organization(s) and attach a letter from the organization(s).**  **The letter specifically should state the responsibilities of the cooperating organization and**  **how Rotarians will interact with that organization in completion of the project.**  ***Note: By signing the application, the Rotarian sponsors endorse the organization as***  ***reputable, responsible, and acting within the laws of the community.***  Name of cooperating organization(s): |

**PROJECT BUDGET**

|  |  |  |
| --- | --- | --- |
| **Project Funding** *(Budget)* | | **Income Amount** |
| District Grant\* *(funds requested)* | |  |
| Club Funds\*\* *(committed)* | |  |
| Other Funds *(please specify)* | |  |
|  | |  |
|  | |  |
|  | |  |
| **Total Income $** | |  |
| **Project Purchases and Expenses** | | **Expenditures** |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| **Total Project Costs $** | |  |
| ***Note****:* \*Maximum request for a local Community or International Project is $2,500.  \*\*Your club must contribute at least 50% of the amount requested from the District.    **DO NOT start your project or purchase items until approval e-mail is received.** | | |
| **Proposed Project Start date:** |  | |
| **Estimated Completion date:** |  | |
| **Additional Remarks** *(if necessary, add further information below or on a separate sheet)* | | |

**Project/Club contacts. List two Rotarians who will provide oversight and**

**management of the project funds.**

|  |  |
| --- | --- |
| **Primary Contact:** | **Secondary Contact:** |
| **Contact Numbers (Home/Mobile):** | **Contact Numbers (Home/Mobile):** |
| **Email Address:** | **Email Address:** |

**Authorization:** The Rotary club involved in this project is responsible to District 7890 for the conduct of the project and for final reports. *The signatures on the application confirm that the sponsors understand and accept the responsibility and affirm that all the information in this application is true and accurate to their knowledge.*

**Club President for 2024-2025** - I hereby affirm that the club has agreed to undertake this project as an activity of the club.

|  |  |
| --- | --- |
| **Name:** | **Signature:** |
| **Date:** | ***Club President 2024-2025*** |
|  |  |
| **District Grants Committee Approval by:** | **Signature:** |
| **Date:** | ***District Grants Committee Chair*** |

***Email completed application with Club President’s signature by July 1, 2024 to:***

Tracey Madden-Hennessey, District Grants Chair

Rotary District 7890 Grants Committee

[**tmaddenhennessey@gmail.com**](mailto:tmaddenhennessey@gmail.com)

**To avoid confusion and lost emails:**

* The subject line of your email should read:

*RC of \_\_\_\_\_\_\_\_\_\_\_\_ District Grant Application 24-25*

* Send all application documents in one email.

**Additional Information:**

Successful clubs will be advised in writing and a copy of the Final Report will be attached so Clubs understand what is required at the end of the project. The project must be completed, the final report submitted and approved by the Grants Committee before any grant funds can be reimbursed to the Club.