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**Bushfire Recovery Grant Application**

**RABS Project 82-2019-20**

This grant application form is to be used to apply for a grant from the **Rotary Australia Benevolent Society (RABS) District 9705 Bushfire Recovery Project 82-2019-20 (Project 82)**. The Project purpose is to “Support and Coordinate District 9705 Bush Fire Recovery Activity”. This is achieved through financing and supporting community-focused projects established and implemented by the District, Clubs and Clusters of Clubs within the District whilst coordinating the offers of support (financial and in-kind) from donors external to the District.

Clubs that receive grants from the District RABS Fund must expend grants in ways consistent with the purpose of Project 82 and as set out in their application. Clubs must acquit the grant at completion of the project, and at 6-month milestones. An acquittal has been included as part of the application form to clarify reporting requirements.

Because the District RABS fund is required to comply with RAWCS criteria for benevolent purposes, projects must have **benevolent relief as their main purpose**, and that relief must be **provided to people in need.**

Applications for projects to support commercial undertakings will not be approved.

While there is no requirement for a financial contribution by a Rotary club or any other organisation, such financial and “in-kind” contributions will be looked upon favourably when assessing applications.

This application form (an MSWord document) should be downloaded and completed using a computer and emailed as an attachment to secretary [johnmckenzie9700@gmail.com](mailto:johnmckenzie9700@gmail.com). The completed application may be saved and transmitted as a PDF if you prefer.

**PART 1 – APPLICATION**

**1. Overview of Project:**

|  |
| --- |
| Rotary Club of:  Name of Project: |

|  |  |
| --- | --- |
| Amount of grant requested: | $ |
| Amount, if any, of additional funds provided or arranged by your club: | $ |
| Total cost of project: | $ |

|  |
| --- |
| **In-kind support (if applicable)**  1. Describe nature of in-kind support:  2. Provide an estimate of the value of in-kind support |

**2. Consultation:**

**Who was consulted, and how, to determine the need for the project**: (the box provided will expand as you type):

|  |
| --- |
|  |

**3. Project Description:**

**Describe the project**: (the box provided will expand as you type):

|  |
| --- |
|  |

**Describe how the project will benefit the community through benevolent activity and how relief will be** **provided to people in need:**

|  |
| --- |
|  |

**The purpose of Project 82 is to support and coordinate District 9705 bush fire recovery activity. Describe specifically how the project you propose will achieve this.**

|  |
| --- |
|  |

**4. Project Management Committee:**

Name the members of the project management committee and describe briefly what knowledge, skills and/or network connections each will contribute to the project:

|  |  |  |
| --- | --- | --- |
| **Name** | **Rotarian?** | **Contribution** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**5. Budget:**

(Please include an itemised budget for the project. *Insert more lines if needed.)*

|  |  |
| --- | --- |
| **Item** | **Cost** |
|  |  |
|  |  |
|  |  |
| **Total** | **$** |

**6. Contact details for Project:**

**President**

Name:

Phone:

Email:

**Rotarian in Charge**

Name:

Phone:

Email:

**7. Financial Details:**

Details of account for payment of grant:

BSB:

Account Name:

Account Number:

NB: A separate account is NOT required. Payments will be made into Club Project Accounts.

An acquittal form will be provided with the advice re the grant. Clubs must retain all receipts.

**Application Guidelines**

Project 82[[1]](#footnote-1) is a District 9705 RABS[[2]](#footnote-2) project intended to support communities recovering from bushfires. Preference will be given to projects that support and strengthen a local community. Examples include:

1. Organising a community event to bring community members together socially and for the purpose of receiving information and hearing from relevant speakers, especially related to mental health
2. Replacing or repairing a building or other community infrastructure where that work provides relief to those impacted by bushfires.

While projects that benefit individuals may be considered, the case for doing so will need to be particularly strong and will need to explain how helping an individual will contribute in a substantial way to community recovery. Applications for projects supporting commercial activities will not be approved.

Projects must be submitted and managed by Rotary Clubs within District 9705 and be based within local government boundaries or a community within District 9705.

Applicants (clubs) will need to appoint a project committee. A committee can be a mix of Rotarians and non-Rotarians. What is important is that the committee members have the knowledge, skills and networks to enable them to implement their project, manage resources including financial resources, and provide required reports to the DBRC. The Project Manager must be a Rotarian.

It is important that clubs consult with their community as part of the process of selecting and defining a project.

An application for funding does not guarantee that funding will be approved. In some cases, a smaller amount may be offered, in which case the club will need to revise their budget and re-submit their application for final approval.

Clubs that receive funding from Project 82 Fund must expend grants in a way consistent with the purpose set out in their application. They will need to provide 6-monthly progress reports and acquit grants at project completions. An acquittal form has been included so that clubs are clear from the outset about reporting requirements.

Projects are generally to be completed within six months with a final report including accounts reconciliation and receipts. Any unspent project funding is to be returned to RAWCS District Project Account. Extensions and expansion of projects may be considered and approved by the District project committee.

**PART 2 – Acquittal**

**District 9705 Rotary Australia World Community Service (RAWCS)**

**Bushfire Recovery: District Project 82 (2019-2020) Funding**

**The form to be used for 6-month progress reports and for final acquittal**

The following information is required for audit purposes by RAWCS National. Projects can be audited externally by ATO and by the Australian Charity and Not-for-Profits Commission (ACNC).

If you have fully expended your funds this form becomes an acquittal advice which enables you to apply for further project funding.

If you have not fully expended your funds this form becomes an interim report. The Project 82 Committee will determine whether to extend your project or request a return of unused funds.

**1. Project general information:**

|  |
| --- |
| Rotary Club of:  Name of Project:  Name of Rotary club that applied for the funds:  Geographic area (Local Government Areas) in which funds have been expended: |

|  |
| --- |
| Name of other clubs or organisations involved and their role |

|  |
| --- |
| What was the need you fulfilled or the purpose of the grant funds? Yes / No  How did you fulfil the need, distribute the funds and for what were they used? |

|  |
| --- |
| What was the need you fulfilled or the purpose of the grant funds? |

**2. Financial status of the project:**

|  |  |
| --- | --- |
| Total Project Funds Expended (to date): |  |
| Total P82 Project Grant Expended (to date): |  |
| Total Funds from other Sources (to date): |  |
| Source of other Funds (to date): |  |

Please attach a detailed income and expenditure statement for the project to date

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Name Signed Date

(Club president/project manager)

**Please return completed form to:**

Secretary, Bushfire Recovery Committee

RAWCS Project 82

Email: [johnmckenzie9700@gmail.com](mailto:johnmckenzie9700@gmail.com)

|  |  |
| --- | --- |
| **Should you have any questions regarding completion of this form please phone or email** | |
| John McKenzie | 0402 018 318 [johnmckenzie9700@gmail.com](mailto:johnmckenzie9700@gmail.com) |
| Phil Armstrong | 0418 259 963, [philaarmstrong@gmail.com](mailto:philaarmstrong@gmail.com) |

1. The existence of Project 82 does not prevent clubs making independent submissions to RAWCS for approval of RABS projects. [↑](#footnote-ref-1)
2. An advantage of registering a project as a RABS project is that business and individual donors to a RABS project are entitled to tax deductibility. [↑](#footnote-ref-2)