This is a QUALIFYING DOCUMENT

Indicates items required of all grants and will also be scored for regional grant applications

PROJECT DATES BETWEEN July 2025 to June 30, 2026

Sponsoring Rotary Club:

Project Title:

Project Start Date: Projected Completion Date:

Describe the project. Please provide specific and detailed information to explain the scope of community impact and the unmet need(s) this project will address. If possible, indicate how many people with be positively affected by the project. (add an attachment if necessary)

50-WORD Summary. Please provide a project summary, **not to exceed 50 words**, that describes the project and the benefit to the community. **This 50 word summary will be used by The Rotary Foundation to evaluate your project.**

Type of Project (choose one):   Local Project   International Project   *If this is an International Project, please complete an International Project Addendum form.*

Type of Grant Requested (choose one):

District Grant - Scholarship   maximum $.50 grant award for every $1 raised

District Grant - Non-Scholarship   maximum $1 grant award for every $1 raised

Regional Grant*   maximum $2 grant award for every $1 raised

* - For Regional Grants, a minimum sponsor club contribution of $500 is required

Participating Rotary Club(s):

Your project goals will align with which Area of Focus: Please Check ONE:

Peace & Conflict Prevention/Resolution   Maternal & Child Health

Disease Prevention & Treatment   Basic Education & Literacy

Water & Sanitation   Economic & Community Development

The Environment

BUDGET / FINANCING

Provide a Budget Worksheet identifying how the requested funds will be spent. Your detailed budget must include:

Estimated breakdown of expenses.

Quotes for expenses, please include at least three sources.

Project income, including funds from the sponsor club, other Rotray clubs, and ourside sources

Make sure the project income equals the estimated expenses. For an example, please reference the Sample District Grant Budget form. You may attach additional financial documents as required.

BUDGET SUMMARY (from completed Budget Worksheet):

Contribution - Lead Rotary Club

Contribution - Participating Rotary Clubs

Contribution - Other Sources

Grant Funds Requested

Total Income

Total Expenses (total cost of project)

Maximum Matching District Grant Awards	
DG - Scholarship	$.50 award for every $1 raised
DG - Non-Scholarship	$1 award for every $1 raised
Regional Grant	$2 award for every $1 raised

For Regional Grant : Minimum grant amount required to proceed with project:

ROTARIAN INVOLVEMENT

Please detail how Rotarians will be involved with project, including member "hands-on" participation

PARTNER ORGANIZATIONS

Please detail how your club has partnered with other clubs or organizations for fundraising and/or implementation of this project

COMMUNITY ASSESSMENT / NEEDS ASSESSMENT

Please outline how the need for this grant / project was identified. For Regional Grants – a more comprehensive needs assessment (and documentation from benefitting organization is recommended)

SUSTAINABILITY

Please outline how the outcome of this project is sustainable / future benefit

YOUR SUPPORT OF THE ROTARY FOUNDATION

Describe the ways in which the clubs involved in this project support The Rotary Foundation

PROJECT TIMELINE

Provide timeline / project plan for project highlighting plans for completion during Rotary year (note: Regional Grants may extend 12 additional months, but final report / funds expended must be submitted by the year 1 deadline)

PUBLIC RELATIONS/PUBLICITY/MEDIA

How will Rotary be identified at the project site with proper branding? For Regional Grants, please provide your detailed communication /PR plan (attachments accepted).

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List of Required Forms for Complete Application	Important Dates
1. This completed application, including the Signature Page with all hand signatures 2. Copy of officers, club goals and Foundation goals 3. Club Memorandum of Understanding 4. District Grant Budget Worksheet	June 1, 2025 - Completed District Grant Applications Due January 1, 2026 - Project Interim Status Report July 31, 2026 - Project Final Report Due

Submit all required forms, including the Signature Page, electronically, and NO LATER THAN June 1, 2025, to:

grants@cnyrotary.org.

Only electronic / typed applications will be considered. You are strongly encouraged to apply prior to June 1 deadline to allow time to submit complete information by the June 1 deadline. **Only complete applications received by June 1 will be considered.**

Questions about this application or the grants process?

* Check out the Grants Frequently Asked Questions page at https://cnyrotary.org/foundation/FAQ

Still have questions?

*Send your questions to - grants@cnyrotary.org

The buttons to the right only work if filling out this form on a Windows or Mac PC. The EMAIL button will create a draft email addressed to grants@cnyrotary .org in your system with a file attachment containing current entered informaion. **YOU MUST ALSO ATTACH A SCAN OR PHOTO OF THE COMPLETED AND HAND SIGNED SIGNATURE PAGE TO THIS EMAIL.**

Signature Page

Confirmation of Club Information Reporting - *Attach copy of each of the following to your application.*

1. Club Officers for 2025-26 recorded at your district's web site (Club Runner)

2. Club Goals for 2025-26 recorded at Rotary Club Central at My Rotary

3. Club Foundation Goals for 2025-26 recorded at Rotary Club Central at My Rotary

Confirmation Rotary International and District Dues Payment, and I-990 reminder

By checking this box you certify that your Rotary Club is current in its Rotary International Dues payments

By checking this box you certify that your Rotary Club is current in its District Dues payments

By checking this box you certify that your Rotary Club is current with its current Form 990 filings or is working on complaince.

CONTACTS

2024-25 Rotary Club President

NAME: E-mail:

Mailing Address:

Signature (hand signature required):

                                                   Phone:

_____

2025-26 Rotary Club President

NAME: E-mail:

Mailing Address:

Signature (hand signature required):

                                                   Phone:

_____

2024-25 Club Grant Writer

NAME: E-mail:

Mailing Address:

Signature (hand signature required):

                                                   Phone:

_____

2025-26 Club Manager for this project

NAME: E-mail:

Mailing Address:

Signature (hand signature required):

                                                   Phone:

_____

A scan or photo of this Signature Page with all hand signatures must accompany your electronic submission.