



DISTRICT 5180 Grant Request

Project Title _____

Please print or type all information clearly.

This is the only form that may be used for projects. Amount

Requested \$ _____

1. Rotary Club of (list all clubs if there are partnering clubs)

Primary Club Mailing Address _____

(If successful, this is where your check will be sent. If multiple clubs, please designate one as primary contact.)

2. Project contacts -- Three Rotarians must be listed who will provide oversight and management of the project funds.

Primary contact name & club/title: _____

Address (Street, City, Zip) _____

Telephone: _____ Fax _____ Email _____

Contact name & club/title: _____

Address (Street, City, Zip) _____

Telephone: _____ Fax _____ Email _____

Contact name & club/title: _____

Address (Street, City, Zip) _____

Telephone: _____ Fax _____ Email _____

3. Describe the project, its location, and its objectives.

4. Define who the project will benefit and how they will benefit.

5. Which of the six Rotary focus goals are met: Peace and conflict prevention/resolution, Disease prevention and treatment, Water and sanitation, Maternal and child health, Basic education and literacy, or Economic and community development?

6. Describe the required nonfinancial participation by Rotarians in the project. Include:

(1) an estimate of the project work hours by club members _____

(2) the percentage of members who will actively participate in the project _____

Explain what your members will do, giving at least 2 examples of non-financial participation:

7. How will the general public know this is a Rotary sponsored project?

Please provide details, i.e. publicity in a newspaper or display of the Rotary wheel, plaque on site..., Social Media, School newsletter or website, etc.

8. Cooperating Organizations -- If the project involves a cooperating organization, please provide the name of the organization and attach a letter of participation from that organization that specifically states its responsibilities and how Rotarians will interact with the organization in the project. By signing this application the Rotarian sponsors endorse the organization as reputable, responsible, and acting within the laws of the state. Attach a letter from the cooperating organization.

9. Budget – A). Attach a complete, detailed, and itemized budget for the entire project. Supporting documentation utilized for the development of the budget may be requested.

B). Show sources of funding, e.g. total budget of \$11,000.00. Club(s) provide(s) \$5,000.00, District \$5,000.00 and Cooperating Organization \$1,000.00.

10. Authorization -- The Rotary Club and District involved in this project are responsible to The Rotary Foundation for the conduct of the project and for reporting on it. The signature on the application confirms that the sponsoring Club understands and accepts that responsibility. The signature of the sponsor also affirms that all information in this application is true and accurate to the best of their knowledge.

Club President -- As President of the Rotary Club of _____.

I hereby affirm that the club has voted to undertake this project as an activity of the club in accordance with District 5180 and Rotary International guidelines.

Name (Please print) _____

Signature: _____ Date: _____

(If project involves more than one club attach additional signature pages for each club president)

Person writing this grant request: _____

Phone _____ Email _____

Please return by email to: Mary Lyn Kagan, kagan1228@gmail.com.
Questions: Mary Lyn Kagan email (above) or phone: 916-478-6291.

Deadline: May 1, 2017 at 5pm (no extensions and no exceptions)

CRITICAL NOTE

Receipts dated BEFORE your official Notification of Award (email from Mary Lyn Kagan) will NOT be honored as receipts for matching grant dollars. Please make sure your Club Treasurer knows this and does not make payments towards your proposed project until he/she is notified by you of your official Notification of Award for the District Grant.

Check Off List:

1. If your project requires permission from a park, school district or any other public or private entity, did you attach a letter verifying approval for the project?
2. If you are working with a cooperating organization, did you attach a letter verifying their involvement in the project?
3. Did you attach a copy of the budget?
4. If more than one club is involved do you have signature pages for each club president affirming their participation in the project? And is each Club's amount of Matching funds requested included on the front page?
5. Soft copies of all documents and Final Reports including receipts are the only format accepted. Please use email only.

NOTE: It is not wise to list your Club President as one of the three contact persons on this grant. The last point of contact for the District Grant committee should be the Club President.

Grants that are not complete will be rejected
and must be completed on this form only.

Variations will not be accepted.

Please write clearly - especially numbers and email addresses!

Revised February 2017