PrOJECT TITLE:

prime contact:

emial address:

**a proposal from the ROTARY CLUB OF**

**[Date]**



2017-18 District 7070 – District Grant proposal & application form

with guidelines, critera & timelines

# 2017-18 District 7070 – District Grant proposal & application form

District Grants are used by District 7070 to support short-term projects of individual Clubs of 7070. Clubs apply to the District 7070 District Grant Sub-Committee, which decides the merit of each application and the degree to which they will be funded**. An application is not a guarantee for a grant**!

**The Rotary Foundation Guidelines**

District Grants must comply with the Terms and Conditions of The Rotary Foundation, including the Mission of the Rotary Foundation. The guidelines are available on the District Grants page of the district’s website at [www.rotary7070.org](http://www.rotary7070.org).

**District 7070 Guidelines**

* Projects must to fall within one of the following **six areas of focus:**
	+ - Peace and conflict prevention/resolution
		- Disease prevention and treatment
		- Water and sanitation
		- Maternal and child health
		- Basic education and literacy
		- Economic and community development
* Projects may take place anywhere in the world; however, a minimum of 25% of the District’s total District Grants funds will be allocated to projects in District 7070.
* Project proposals received by **May 31, 2017** will be included in the District Spending Plan. Proposals received after that date may be considered if funds still remain.
* Applications must be for an original effort; recurring projects will not be funded.
* The budget for a **project**, made in CAD, must be **minimum $1,000**.
* In order to encourage Clubs in District 7070 to cooperate and create larger projects, the District may match every D7070 Club cash contribution of $1 in the following way.

|  |  |  |  |
| --- | --- | --- | --- |
| **D7070 Clubs in the Project** | **1** | **2-3** | **4 and more** |
| **Club Cash vs DDF (max)** | **1 : 0.50** | **1 : 0.75** | **1 : 1** |
| **Max DDF/Club & Project** | **1,000** | **1,500** | **2,000** |
| **Max. DDF/Project** | **1,000** | **4,500** | **9,000** |

* No single club may receive more than $5,000 of District Grant for projects during the Rotary year
* The maximum total amount of District Grant funds for the 2017-18 Rotary year that can be made available, based on funds raised three years ago, is the equivalent in Canadian funds of USD71,500. However, the District will decide, based on received proposal by the May 31, 2017 dead-line, the amount of funds we will apply for from The Rotary Foundation.
* **Unused DDF for a project**, due to fewer Clubs participating, the project expenses being less than budgeted or the project not materialzing **must be returned to the District**.
* **An application is not a guarantee for receiving a District Grant.**

**District 7070 Evaluation Criteria**

Proposals will be evaluated taking the following criteria into consideration.

* **Club contribution ratio**, where the amount of funding the club provides compared to the amount of funding requested is considered
* **Members’ hands-on involvement**, where the degree of direct involvement by Rotarians is considered.
* **Impact of the project in the community**, where among other things the demographic of the individuals being served is considered.
* **Club's support for the Rotary Foundation (EREY**), where the club's current and historical contributions to The Rotary Foundation are considered.
* **Club co-operation**, where clubs are encouraged to work together on projects.

**Time Lines for Application and Execution of Projects**

* **Applications for the 2017-18 Rotary year received by May 31, 2017 will be considered for the District’s application to The Rotary Foundation for a District Block Grant (Spending Plan) for 2017-18**.
* Review - Applications will be reviewed by the District Grants Sub-Committee in June 2017.
* Notification – The Committee aims to notify Clubs of award decisions at the end of July 2017.
* Funds will be presented to successful clubs as soon as they are received from The Rotary Foundation.
* Project Execution - Clubs should strive to have projects completed by June 30, 2018
* Reporting - A final report is due no later than two months upon completion of a project. In the event the project is lasting more than 12 months, a progress repost should be submitted each 12 months.
* Documentation – Club reports and supporting documentation for all expenditures must be maintained by the club for at least 5 years following closure of the grant.
* If there are DDF remaining after the first round of applications, a second round of applications may be called during the 2017-18 Rotary year.

## Application

Please type all information required. The fields are expanding.

## Applying club

|  |  |
| --- | --- |
| Rotary Club |  |
| Project Title |  |
| Area of Focus |  |
| Short Project Synopsis |  |
| Total Project Budget |  |
| Project Financing* Primary Club Cash
* Other D7070 Clubs (please,. list clubs & cash contributions)
* Other, please specify
* District Grant request
 |  |
| If your Club has previous District Grants, have the final reports been submitted and accepted? |  |
| Is the Club applying for more than one District Grant? |  |

## ROTARY CLUB/S

|  |  |
| --- | --- |
| Primary Club |  |
| Additional Clubs |  |
|  |  |
|  |  |
|  |  |

## 2. project descrition

|  |  |
| --- | --- |
| Overview/Goal |  |
| Location |  |
| Partners (if any) |  |
| Project start/finish |  |
| Other information |  |

## 3. How will this project benefit the local community?

Please, describe the benefits for the local community from this project.

## 4. Rotarian participation

Please, describe any non-financial participation by Rotarians in the project, incl. an estimate of hands-on hours

## 5. Project Contacts

The Primary (applying) Club must appoint a committee of at least three Rotarians from the Club to oversee the project. The committee members must be committed for the duration of the grant process. Please provide the mailing and email address for all committee members. The primary contact will receive all official communication from District 7070 and should be prepared to disseminate this information to the other committee members.

| Contacts |  |
| --- | --- |
| * Name
* Address
* Telephone
* Email
 |  |
| * Name
* Address
* Telephone
* Email
 |  |
| * Name
* Address
* Telephone
* Email
 |  |
| * Name
* Address
* Telephone
* Email
 |  |

## 6. Project budget

| Item | Supplier | Amount (CAD) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |

**Any unused DDF, due to fewer Clubs participating in the project, lower project expenses or the project not materializing, must be returned to the District**

## 7. sources of funds

| Source | List sources | Amount (CAD) |
| --- | --- | --- |
| Leading Rotary Club |  |  |
| Other Rotary Clubs in D7070 |  |  |
| Other Contributors |  |  |
| District Grant Requested |  |  |
| Total Budget |  |  |

## 8. ownership of equipment, materials or supplies

a. Who will own equipment, materials, or supplies? (Materials and supplies may not be owned by a Rotary club)

b. Who will be responsible for maintenance, operating, and/or cost of the equipment/supplies?

## 9. rotary symbols

How will the general public know this is a Rotary sponsored project? Please provide details about publicity in a newspaper, display of the Rotary wheel or other activity.

## 10. cooperating organizations

If the project involves a cooperating organization, please provide the name of each Organization below and attach a letter of participation from each Organization that specifically states its responsibilities and how Rotarians will interact with each Organization in the project. By signing this application the Rotarian sponsor endorses the organization as reputable, responsible, and acting within the law.

Name(s) of Cooperating Organization(s):

|  |
| --- |
|  |

## 11. authorization

**11a. Progress and Final Reporting Requirements**

The sponsoring club is required to complete and submit progress and final reports to the District Grant Sub-Committee. Please indicate below the individual who will take primary responsibility for submitting these reports.

**11b. Club President’s Authorization**

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.

|  | 11a. Prime Rotary Club Contact | 11b. Prime Rotary Club President |
| --- | --- | --- |
| Name |  |  |
| Signature |  |  |
| Date |  |  |
| Phone |  |  |
| Email |  |  |

#### ***Please, save this form and submit your application by e-mail to:***

#### **PDG Lars Henriksson, D-7070 District Grant Sub-Committee Chair**

#### **142 – 12 Foundry Avenue, TORONTO, ON, M6H 0A7**

#### **lars@norditrade.com**

**Proposals received by May 31, 2017 will be considered for the initial 2017-18 Spending Plan**