

# Vocational Training Team Application

## Objectives

In a few short sentences, tell us your objectives for this global grant.

Who will benefit from this global grant?

Identify the team(s) that will be supported. Include team name, whether team will be receiving or providing training, location of training, and travel dates.

What training needs will the team(s) address and how were these needs identified? Provide any relevant data or survey results.

Detail the specific objectives for the training, including expected positive changes in recipient knowledge, abilities, and/or skills.

How were members of the local community involved in planning the training? Does the training align with any current or ongoing local initiatives?

How will you support training recipients so that skills received through training are kept up-to-date?

Upload a daily itinerary for the training team. Include both travel and training activities.

## Areas of Focus

Global grants must support the goals of at least one of Rotary's areas of focus. You will be asked to select the applicable area of focus and the goals that your activity will support.

How will you meet these goals?

How will you measure your impact (*involves choosing a measure, target, measurement method, and measurement schedule*)?

Who will be responsible for collecting information for monitoring and evaluation?

## Participants

### Global grant committee

Identify the Rotary club or district in the country or geographical area where the activity will take place (primary host sponsor) and a Rotary club or district outside of that country or geographical area (primary international sponsor). Each sponsor must establish a three-person grant committee and one individual on the grant committee must be designated as the primary contact.

List the members of the global grant committee and disclose any potential conflict of interest within the committee.

### Vocational training team members

List vocational training team members.

The required team leader should be a Rotarian unless there is an advantage to having a non-Rotarian team leader. If the team leader is not a Rotarian, tell us why.

### Cooperating organization

List the name of the cooperating organization.\*

Upload the memorandum of understanding between the primary sponsors and the cooperating organization in PDF format.\*

Describe your process for selecting this organization. What resources or expertise will this organization contribute?\*

### Partners

List any additional partners who will participate. This may include Rotary clubs, Rotaract clubs, Rotary Community Corps, or individuals.\*

### Rotarian participation

Describe the role of the host Rotarians in this activity and list their specific responsibilities.

Describe the role of the international Rotarians in this activity and list their specific responsibilities.

*\*Only if applicable; not required for all.*

## Budget

Detail the proposed expenses for your activity, such as accommodations, equipment, supplies, monitoring and evaluation, operations, personnel, project management, publicity, signage, travel, tuition.

Upload any documents, such as price bids or pro forma invoices, to support the expenses listed.

Describe the process for selecting these budget items. Do you plan to purchase any items from local vendors? Have you performed a competitive bidding process to select vendors? Do these budget items align with the local culture and technology standards?

How will the beneficiaries maintain these items? If applicable, confirm that spare or replacement parts are readily available and that the beneficiaries possess the skills to operate equipment.

Who will own the items purchased with grant funds at the end of the project, including equipment, assets, and materials? Note that items cannot be owned by a Rotary club or Rotarian.

## Financing

List all funding sources.

Have you identified a local funding source to ensure long-term project outcomes? Will you introduce practices to help generate income for ongoing project funding?

# Vocational Training Team Member Application

Team members will be asked to fill out the application online. They will be asked the questions outlined below.

**Your Profile**

Personal information \_\_\_\_\_  
\_\_\_\_\_

Contact information \_\_\_\_\_  
\_\_\_\_\_

Emergency contact information \_\_\_\_\_  
\_\_\_\_\_

**Insurance**

Insurance carrier name \_\_\_\_\_

Policy number \_\_\_\_\_

Phone \_\_\_\_\_

**Language skills**

List all languages you speak, including your native language.

**Team member information**

How does your educational and professional experience relate to the selected area of focus?

What is your role in this training? Describe how you will participate.

Upload your most recent résumé or curriculum vitae in PDF format.