# District Managed Grant Application Worksheet

When applying for a District-Managed Grant, you should be prepared to enter the following information into the online form at <https://grant.clubrunner.ca/50227/Grant/NewRequest> – this worksheet is intended to help you gather the necessary information in advance *before* you start filling out the online form.

## Details

**Project Name:**  [a descriptive name for your project]

**Country:** [where the project will be implemented]

**State:**

**Zip Code:**

**City:**

**Description:** [please enter a short 2-3 sentence executive summary of the project]

**Sponsoring Club:** [your Rotary club]

**Contact:** [name of person filling out the form]

**Estimated Budget:** [total expenses for the project (needs to match sum of all expenses listed in budget later on)]

**Local Club Partners:** [any Rotary Clubs in our district who may be participating in the project]

**Other Partners:** [other partner organizations in your community]

## Application

**General Description:**

[Please provide a detailed general description of the project. This should be at least 4-6 paragraphs.]

**Community Assessment & Impact:**

[Every grant application should be based on a community needs assessment. Please discuss the community assessment and what impact this project will have on your community.]

**Sustainability:**

[Sustainability is an important aspect of Rotary grants. Please discuss how this project will be maintained after the initial application, and how it will be sustainable to benefit the community for many years to come.]

**Cooperating Organizations:**

[Please list the details for all cooperating organization that you are partnering with in this project.]

**Implementation Plan:**

[Please provide a detailed step-by-step implementation plan for this project.]

## Budget

**Expected Expenses:**

[List all anticipated expenses for this project, including those that will be funded outside of the District grant portion.]

**Expected Income:**

[Please list all sources of income for this project, including local donations from your own Rotary Club, from Rotarians, or from partnering organization. Also list the expected funding from the district for this grant as a separate line item.]

## Documents

[Attach all related documents and files. This should include letters of support from cooperating organizations ([see this example](https://portal.clubrunner.ca/50227/Documents/en-us/b363f1e3-17b0-45a4-aa02-d55ec0daec30/1/)).]